



Asset Management Reporting Manual

Asset Management Queries	2
Accounting Entry Detail-Depreciation (AMAE2120)	3
Account Activity Summary-Cost (AMAS2030)	12
Accounting Entry Detail (AMAE2100)	18
Account Entry Detail-Cost (AMAE2110)	24
Accounting Entry Detail-Net Book Value (AMAE2130)	30
Account Activity Summary-Depreciation (AMDP2030)	37
Account Activity Summary-Net Book Value (AMDP2130)	44
Asset Acquisitions by In Service Date (AMAS2110)	51
Asset Acquisitions by Chartfield (AMAS2100)	58
Asset Categories (AMAS1100)	65
Asset Management Units/Books (AMBU1000)	71
Asset Reclassifications (AMAS2400)	77
Asset Transfers by Chartfield (AMAS2300)	84
Assets by Asset ID (AMAS2210)	91
Assets by Location (AMAS2200)	98
Cost Activity (AMAS2000)	105
Depreciation Activity (AMDP2000)	112
Depreciation by Fiscal Year (AMDP2300)	119
Depreciation by Period (AMDP2200)	126
Retirement Activity (AMRT2100)	133
Retirement by Chartfield (AMRT2000)	139
Retirement by In Service Date (AMRT2010)	146

Asset Management Queries

VTAMR001 – Asset Physical Inventory Report	
Purpose	Lists all in-service assets and their locations to be used for physical inventory
Prompts	AM business unit
Columns	AM business unit, location, document, dept ID, asset id and description, tag number, in-service date and cost

VT_AM_ASSET_LIST – All in service assets for a BU	
Purpose	Lists detail information about all currently in-service assets for a given business unit
Prompts	AM business unit, location and dept ID. Can use % for location and dept ID.
Columns	AM business unit, asset id and description, location, location detail, tag number, serial id, all chartfields, asset category, profile id, quantity, cost, acquisition code and acquisition date.

VT_AM_ASSET_CUST_LIST - In service assets BU Custodian	
Purpose	Lists detail information about all currently in-service assets for a given business unit, including custodian. (The same as VT_AM_ASSET_LIST query with the addition of asset custodian.)
Prompts	AM business unit, location and dept ID. Can use % for location and dept ID.
Columns	AM business unit, asset id and description, custodian, location, location detail, tag number, serial id, all chartfields, asset category, profile id, quantity, cost, acquisition code and acquisition date.

VT_ASSET_COST_UNDER_1000 – Assets in service cost <1000	
Purpose	Lists assets for a given business unit whose asset amount is less than \$1,000
Prompts	AM business Unit
Columns	AM business unit, asset id and description, custodian, location, tag number and amount

VT_CIP_DETAIL – Expenditure Detail for CIP – Used for year-end CAFR reporting	
Purpose	Expenditure detail related to construction in process for CAFR reporting purposes
Prompts	GL business unit, dept ID, fund, project and a range of journal dates
Columns	GL & AP business units, all chartfields, journal info, AP voucher, deposit, AR item/BI invoice, and amount

VISION FINANCIALS

Accounting Entry Detail-Depreciation (AMAE2120)

Report Information

Purpose of the Report

This report lists depreciation and related transaction amounts per asset, with chartfields, book and report totals.

Type of Report

SQR

Navigation (Path) to the Report


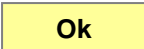
Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAE2120)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
GL Unit	Select desired GL Unit	Click on magnifying glass to lookup value
Book	Select desired Book	ASSETS is recommended
Account	Select desired Account	Click on magnifying glass to lookup value
For Depr and Net	Select desired actions	If you want information regarding assets that have been retired or transferred select either or both
Type of Report	Choose Detail or Summary	
From Fiscal Year & Through Fiscal Year	Enter timeframe to be reported on	It is recommended to use this box to enter timeframe information

Report Steps		see screenshot below
As of Fiscal Year & Period Or As of Date	See note	Note: Only enter information if reporting on the current year activity.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select Account Entry Detail – Depreciation	It’s Process Name is AMAE2120
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAE2120 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://prodweb1.finnan.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAE2000.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM_... Go Links

PeopleSoft.

Home | What's New | Add to Favorites | Sign Out

[New Window](#) | [Help](#)

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Account Entry
 - All Accounting Entry
 - All Accounting Entry Detail
 - Account Activity Summary
 - CCA Year End CASH
 - Receipts and Reverse Amounts
 - Statutory Report 2014/2015
 - All Account Activity Detail
 - Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate AM Charts
 - Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center

Account Activity Summary

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: Run_AMAE2120

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done

start

Internet

10:19 AM

Report Request Parameters Page

Account Activity Summary - Windows Internet Explorer

https://finprodweb1.finnan.state.vt.us:444/jsp/PMRPT/EMPLOYEE/CRP/c/MANAGE_ASSETS.RUN_APAGE2000.GBL?fold=...

File Edit View Favorites Tools Help

Account Activity Summary

PeopleSoft

Home | My List | Add to Favorites | Sign Out

New Window | Help | Customize Page

Parameters

Run Control ID: 1AM_RUN_CONTROL [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: 02140
Book Name: ASSETS
Account: 172501

Type of Report
☒ Detail
☐ Summary

For Date and Run
☒ Include Transfers
☒ Include Retirements

Fiscal Year-Period Range
For Cost and Depreciation
From Fiscal Year: 2005 Period: 1
Thru Fiscal Year: 2005 Period: 1

OR

Date Range
For Cost:
From:
Thru:

Fiscal Year-Period and Date
As Of Fiscal Year: Period: OR As of Date:

Save Return to Search Notify Refresh Add Update Display

Done

Start | Snagit | Accounting Entry Detail... | Account Activity Sum... | 34 | 2:05 PM

Process Scheduler Request Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://hpqrdevb1.zinnian.state.vt.us/psp/FMTST/EMPLOYEE/ERP/C/MANAGE_ASSETS.RUN_AMAE2000.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPIC0_ASSETS.EPAM Go

PeopleSoft

Home XRP001 Add to Favorites Logout

New Window Help Customize Page

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Account Entry
 - All Accounting Entry
 - All Accounting Entry Detail
 - Account Activity Summary
 - C.C. Year End CAN
 - Reserve and Reverse Amounts
 - Statement Report 2014/2015
 - All Account Activity Detail
 - Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate AM Charts
 - Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMAE2120

Server Name: PSUNX Run Date: 02/05/2007

Recurrence: Run Time: 10:51:56AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Account Entry Detail - Cost	AMAE2110	SGR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Account Entry Detail - Depr	AMAE2120	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - NBV	AMAE2130	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Cost	AMAS2030	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Dep	AMDP2030	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Net	AMDP2130	SGR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Instances: 2488126

start Internet Explorer Accounts Asset account RUN A... http://f... 10:52 AM

Process Monitor Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb1.kinnman.state.vt.us/osp/FMTST/EMPLOYEE/ERP/C/MANAGE_ASSETS.RUN_AMAE2000.GBL?FolderPath=PORTAL_ROOT_OBJECT/PCO_ASSETS.ERAM...

PeopleSoft

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Account Entry
 - Alt Accounting Entry
 - Alt Accounting Entry Detail
 - Account Activity Summary
 - CCA Year End Calc
 - Reversal and Reverse Amounts
 - Statutory Report 2014/2015
 - Alt Account Activity Detail
 - Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate All Charts
 - Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center

Process List | [Server List](#)

View Process Request For

User ID: JHARRIS Type: Last: 5 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2488126		SQR Report	AMAE2120	JHARRIS	02/05/2007 10:50:29AM PST	Success	Posted	Details

Go back to Account Activity Summary

Save Notify

Process List | [Server List](#)

Process Instance: 2488126

start

Internet

10:52 AM

Process Detail Page

The screenshot shows a web browser window titled "Account Activity Summary - Microsoft Internet Explorer". The address bar displays a URL starting with "http://prodweb1.rimmon.state.vt.us/psp/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAE2000...". The PeopleSoft logo is visible at the top left of the page. A navigation menu on the left lists various options under "Asset Management", including "Financial Management", "Depreciation", "Accounting Entries", "Financial Reports", "Load Reporting Tables", "Asset Details", "Leased Assets", "Accounting Entries", "Account Entry", "All Accounting Entry", "All Accounting Entry Detail", "Account Activity Summary", "CCA Year End Cdn", "Rebate and Reverse Amounts", "Statutory Report 2014/2015", "All Account Activity Detail", "Cost and Depreciation", "Retirement", "Cost and Depreciation Summary", "Generate All Charts", "Send/Receive Information", "Taxes", "Insurance/Service/Repair", "Physical Inventory", "Mass Change", "Search for an Asset", "Print an Asset", and "Asset Definitions Center".

The main content area is titled "Process Detail" and contains the following information:

Process	
Instance:	2498126
Type:	SQR Report
Name:	AMAE2120
Description:	Account Entry Detail - Depr
Run Status:	Success
Distribution Status:	Posted

Below the process information, there are two columns of controls:

- Run Control ID:** Run_AMAE2120
- Location:** Server
- Server:** PSUNIX
- Recurrence:** (empty)

On the right side of these controls, there are radio buttons for the following actions:

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Below the controls, there is a table with the following data:

Time/Time	Actions
Request Created On:	02/05/2007 10:50:41AM PST
Run Anytime After:	02/05/2007 10:50:29AM PST
Began Process At:	02/05/2007 10:50:51AM PST
Ended Process At:	02/05/2007 10:50:56AM PST

At the bottom of the page, there are links for "Parameters", "Transfer", "Message Log", "Batch Timings", and "View Log/Trace". There are also "OK" and "Cancel" buttons at the bottom left.

View Log/Trace Page

The screenshot shows the PeopleSoft 'View Log/Trace' page. The browser window title is 'Account Activity Summary - Microsoft Internet Explorer'. The address bar shows a URL starting with 'https://fmpdwweb1.finnan.state.vt.us'. The PeopleSoft logo is at the top left. A left-hand menu lists various accounting and financial management options. The main content area displays details for a specific report instance.

View Log/Trace

Report ID: 2445 Process Instance: 2488126 [Message Log](#)

Name: AMAE2120 Process Type: SQR Report

Run Status: Success

Account Entry Detail - Depr

Distribution Details

Distribution Node: FMPDWEB1 Expiration Date: 10/31/2008

File List

Name	File Size (bytes)	Outtime Created
Message Log	1,549	02/05/2007 10:50:56.000000AM PST
amae2120_2488126.PDF	12,059	02/05/2007 10:50:56.000000AM PST
Trace File	224	02/05/2007 10:50:56.000000AM PST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

[Return](#)

Process Instance: 2488126

VISION FINANCIALS

Account Activity Summary-Cost (AMAS2030)

Report Information

Purpose of the Report

This report lists cost and related transaction amounts per account with chartfields, book and report totals.

Type of Report

SQR

Navigation (Path) to the Report



Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2030)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Account	Select desired Account	Click on magnifying glass to lookup value
Type of Report	Choose Detail or Summary	
Include Transfers	Check if desired	
Include Retirements	Check if desired	

Report Steps		see screenshot below
From Fiscal Year & Through Fiscal Year Or Date Range From & Thru	Enter timeframe to be reported on	Note: It is recommended to use one of these two time frame sections as opposed to the section below it.
As of Fiscal Year/Period Or As of Date	Enter desired information	Note: Use these sections if reporting only on current fiscal year asset activity.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Account Activity Summary – Cost”	It’s process name is AMAS2030
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2030 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Account Activity Summary - Microsoft Internet Explorer'. The address bar shows the URL: http://fndeweb.finnan.state.vt.us/pspx/FNDEVELOPER/ERP/CMANAGE_ASSETS.RUN_AMAE2000.GBL. The page features the PeopleSoft logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, there are tabs for 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is active, showing a text input field with the value 'Run_AMAS2000' and an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Account Activity Summary - Windows Internet Explorer'. The address bar shows the URL: https://fndeweb1.finnan.state.vt.us:443/pspx/FNDEVELOPER/ERP/CMANAGE_ASSETS.RUN_AMAE2000.GBL. The page features the PeopleSoft logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, there are tabs for 'Parameters', 'Report Manager', 'Process Monitor', and 'Run'. The 'Parameters' tab is active, showing a form with various input fields and buttons. The 'Run Control ID' is '1AM_RUN_CONTROL'. The 'Language' is set to 'English'. The 'Report Request Parameters' section includes fields for 'Unit' (05100), 'Book Name' (ASSETS), and 'Account'. There are also checkboxes for 'Type of Report' (Detail and Summary) and 'For Data and Fed' (Include Transfers and Include Retirements). The 'Fiscal Year Period Range' section includes fields for 'From Fiscal Year' (2005), 'Period' (1), 'Thru Fiscal Year' (2005), and 'Period' (12). The 'Date Range' section includes fields for 'For Cost', 'From', and 'Thru'. The 'Fiscal Year Period OR Date' section includes fields for 'As of Fiscal Year', 'Period', 'OR', 'As of Date', and 'Date'. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Process Scheduler Request Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndevweb.finnan.state.vt.us/psp/TMDEV/EMPLOYEE/ERP/!MANAGE_ASSETS.RUN_AMAS2030.GBL

PeopleSoft.

Home | Welcome | Add to Favorites | Logout

New Window | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMAS2030

Server Name: PSL001 Run Date: 02/01/2007
Recurrence: Run Time: 11:49:44AM
Time Zone: Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Account Entry Detail - Cost	AMAE2110	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - Dep	AMAE2120	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - Net	AMAE2130	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Account Activity Summary - Cost	AMAS2030	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Dep	AMDP2030	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Net	AMDP2130	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fndevweb.finnan.state.vt.us/psp/TMDEV/EMPLOYEE/ERP/!MANAGE_ASSETS.RUN_AMAS2030.GBL

PeopleSoft.

Home | Welcome | Add to Favorites | Logout

New Window | Customize Page | Saved

Process List

Server List

5/15/2007 11:49:44 AM

User ID: JHARRIS Type: Last: 35 Minutes
Server: Name: Instance: 10
Run: Distribution: Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494412		SQR Report	AMAS2030	JHARRIS	02/01/2007 11:49:44AM EST	Success	Posted	Details

Go back to Account Activity Summary

Save Notify

Process List | Server List



Example of Report Output

http://fmdevweb.finnman.state.vt.us/psreports/FMDEV/6683/amas2030_2494412.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finnman.state.vt.us/psreports/FMDEV/6683/amas2030_2494412.PDF

150% Save a Copy Print Email Search Select Text Got Reader 7.0?

Report ID: AMAS2030
Bus. Unit: 05180 -- Education
Book: ASSETS -- Asset Book
From Year 2005 Period 1 Thru Year 2005 Period 12

PeopleSoft AM
ACCOUNT ACTIVITY SUMMARY - COUT

Account	Description	Beginning Cost	Additions Adjustments	Transfers Reorganizations
172001	Computes Equipment	85,298.00	40,932.82	0.00
			0.00	0.00
172401	Other Equipment	0.00	1,189.44	0.00
			0.00	0.00
173001	Vehicle	30,595.59	15,500.00	-15,500.00
			0.00	0.00
790000	Other Equipment - Co	9,486.63	7,184.87	0.00
			2,278.88	0.00
791120	Computes Equipment -	1,139,547.25	124,869.77	0.00
			11,625.65	0.00
792000	Dep Asset Depr Exp C	-224,734.59	0.00	0.00
			0.00	0.00
Total for Book ID: ASSETS		939,432.89	189,736.90	-15,500.00
			14,004.53	0.00
Total for Report		939,432.89	189,736.90	-15,500.00
			14,004.53	0.00

11 x 8.5 in 1 of 1

Done Internet

start Snagit 32 Inboe ... Action ... Asset ... Action ... RUN A ... http://f... 12:19 PM

VISION FINANCIALS

Accounting Entry Detail (AMAE2100)

Report Information

Purpose of the Report

This report lists accounting entry details.

Type of Report

SQR

Navigation (Path) to the Report



Asset Management > Financial Reports > Accounting Entries > Account Entry

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAE2100)

Report Steps			see screenshot below
In This Field/ Link	Action	Notes	
GL Unit	Select desired GL Unit	Click on magnifying glass to lookup value	
Ledger	Select desired Ledger	ACCRL/ADJ is recommended	
Account	Select desired Account	Click on magnifying glass to lookup value	
Journal ID	Enter Journal Number		
Type of Report	Choose Detail or Summary		
From Fiscal Year & Through Fiscal Year Or Date Range From & Thru	Enter timeframe to be reported on		

Report Steps		see screenshot below
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAE2100 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Account Entry application. The browser window is titled 'Account Entry - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb1.finnan.state.vt.us/psp/TMTST/EMPLOYEE/ERP/MANAGE_ASSETS/RUN_AMAE2100.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions. The main content area is titled 'Account Entry' and has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text field for 'Run Control ID:' containing the value 'Run_AMAE2100'. An 'Add' button is located below the text field. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Google Chrome', 'Job...', 'Account...', 'Asset Man...', 'Account E...', and 'RUN AMAE...'. The system clock shows 8:37 AM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Account Entry application. The browser window is titled 'Account Entry - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb1.finnan.state.vt.us/psp/TMTST/EMPLOYEE/ERP/MANAGE_ASSETS/RUN_AMAE2100.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various accounting functions. The main content area is titled 'Parameters' and has three tabs: 'Run Control ID' (selected), 'Report Manager', and 'Process Monitor'. Below the tabs, there is a text field for 'Run Control ID:' containing the value 'Run_AMAE2100'. To the right of this field are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' field, there is a 'Language:' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several input fields: 'GL Unit:' (02140), 'Ledges:' (ACCRUADJ), 'Account:' (173001), 'Journal ID:', 'Type of Report' (with radio buttons for 'Detail' and 'Summary'), 'Fiscal Year Period Range' (with fields for 'From Fiscal Year:', 'Period:', 'Thru Fiscal Year:', and 'Period:'), and 'Date Range' (with fields for 'From:' and 'Thru:'). At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Google Chrome', 'Job...', 'Account...', 'Asset Man...', 'Account E...', and 'RUN AMAE...'. The system clock shows 8:38 AM.

Process Scheduler Request Page

Account Entry - Microsoft Internet Explorer

Address: http://prodweb1.finnan.state.vt.us/cgi/PMST/EMPLOYEE/ERP/C/MAIN/ASSETS/RUP/AMAE2100.GBL

PeopleSoft®

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Account Entry
 - AR Accounting Entry
 - AR Accounting Entry Detail
 - Account Activity Summary
 - CCA Year End CAN
 - Revenue and Expense Amounts
 - Inventory Report 10/4/2005
 - AR Account Activity Detail
 - Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate AR Check
 - Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMAE2100

Server Name: PBL001 Run Date: 02/05/2007

Reference: Run Time: 8:38:16AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Account Entry Detail - All	AMAE2100	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#) [Refresh](#)

Process Monitor Page

Account Entry - Microsoft Internet Explorer

Address: http://prodweb1.finnan.state.vt.us/cgi/PMST/EMPLOYEE/ERP/C/MAIN/ASSETS/RUP/AMAE2100.GBL

PeopleSoft®

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Account Entry
 - AR Accounting Entry
 - AR Accounting Entry Detail
 - Account Activity Summary
 - CCA Year End CAN
 - Revenue and Expense Amounts
 - Inventory Report 10/4/2005
 - AR Account Activity Detail
 - Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate AR Check
 - Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center

Process List [Server List](#)

View Process (Refresh) For:

User ID: JHARRIS Type: Last: 5 Minutes [Refresh](#)

Server: Name: Instance: [Save On Refresh](#)

Run Status: Distribution Status: [Save](#) [Notify](#)

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2408078		SQR Report	AMAE2100	JHARRIS	02/05/2007 8:38:16AM PST	Success	Posted	Details

[Go back to Account Entry](#)

[Process List](#) [Server List](#)

Process Detail Page

The screenshot shows the PeopleSoft interface in a Microsoft Internet Explorer browser. The address bar displays the URL: http://fmpdw01.finnan.state.vt.us/psp/TMTST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMAE2100.GBL. The left-hand menu is expanded to 'Accounting Entries' > 'Account Entry' > 'All Accounting Entry Detail'. The main content area is titled 'Process Detail' and contains the following information:

- Process:**
 - Instance: 2488078
 - Type: SQR Report
 - Name: AMAE2100
 - Description: Account Entry Detail - All
 - Run Status: Success
 - Distribution Status: Posted
- Run Control:** Run_AMAE2100
- Location:** Server
- Server:** PSUNX
- Recurrence:**
- Buttons:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request
- Timeline:**
 - Request Created On: 02/05/2007 8:38:22AM PST
 - Run Runtime After: 02/05/2007 8:38:16AM PST
 - Begin Process At: 02/05/2007 8:38:29AM PST
 - Ended Process At: 02/05/2007 8:38:34AM PST
- Links:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace

At the bottom of the page, there are 'OK' and 'Cancel' buttons. The taskbar at the very bottom shows several open applications, including 'start', 'Internet', and 'Account Entry'.

View Log/Trace Page

The screenshot shows the PeopleSoft interface in a Microsoft Internet Explorer browser. The address bar displays the URL: http://fmpdw01.finnan.state.vt.us/psp/TMTST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMAE2100.GBL. The left-hand menu is expanded to 'Accounting Entries' > 'Account Entry' > 'All Accounting Entry Detail'. The main content area is titled 'View Log/Trace' and contains the following information:

- Report:**
 - Report ID: 2401
 - Process Instance: 2488078
 - Message Log
 - Name: AMAE2100
 - Process Type: SQR Report
 - Run Status: Success
 - Account Entry Detail - All
 - Distribution Mode: FMPDW01
 - Expiration Date: 10/31/2009
- File List:**

Name	File Size (bytes)	DateTime Created
Message Log	1,549	02/05/2007 8:38:34 000000AM PST
amae2100_2488078.PDF	4,951	02/05/2007 8:38:34 000000AM PST
Trace File	128	02/05/2007 8:38:34 000000AM PST
- Distribute To:**

Distribution ID Type	Distribution ID
User	JHARRIS

At the bottom of the page, there is a 'Return' button. The taskbar at the very bottom shows several open applications, including 'start', 'Internet', and 'Account Entry'.

Example of Report Output

http://fmpr.dweb1.finnan.state.vt.us/psreports/FMTST/2401/amse2100_2408070.PDF Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmpr.dweb1.finnan.state.vt.us/psreports/FMTST/2401/amse2100_2408070.PDF

Report ID: AMSE2100
GL BUD. Unit: 02140 -- Public Safety
Ledger: ACRL/ADJ -- Accrual Adjustments Ledger
Account: 172901 -- Vehicles
2005 Period: 1 Thru Year 2005 Period: 1

PeopleSoft AM
ACCOUNTING ENTRY DETAIL

Fund Dept	Program/Class/Project	Cat	Asset Id	Description	Cost Type	Journal Id	Journal Dt	Bud Unit	Book	Type Code
	23490	VENO	000000000009	Chevrolet Luvlin	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000017	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000018	Chevrolet Luvlin	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000032	Chevrolet Luvlin	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000030	Jeep Cherokee	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000040	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000040	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000050	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000055	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000067	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000076	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000081	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000083	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000090	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000002	Chevrolet Luvlin	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000037	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	
	23490	VENO	000000000054	Ford Crown Viot	RET9456057	07/31/2004	02140	ASSETS	RET	

11 x 8.5 in 1 of 2

Done Internet

start SnagIt32 Inboe... Action... Asset... Action... RUN A... http://... 6:29 AM

VISION FINANCIALS

Account Entry Detail-Cost (AMAE2110)

Report Information

Purpose of the Report

This report lists accounting entry details.

Type of Report

SQR

Navigation (Path) to the Report


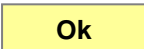
Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAE2110)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Account	Select desired Account	Click on magnifying glass to lookup value
Type of Report	Choose Detail or Summary	
Include Transfers	Check if desired	
Include Retirements	Check if desired	
From Fiscal Year & Through Fiscal Year Or Date Range From & Thru	Enter timeframe to be reported on	It is recommended that timeframe information is entered in one of these boxes.

Report Steps		see screenshot below
As of Fiscal Year/Period Or As of Date	See note	Leave this section blank unless reporting on current fiscal year activity.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Account Entry Detail –Cost”	It’s process name is AMAE2110
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAE2110 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://peopleweb1.finnan.state.vt.us/jsp/TMTST/EMPLOYEE/ERP/c/MANAGE_ASSETS_RUN_AMAE2000.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Search

new Window | Help

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
- Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
- Accounting Entries
 - Account Entry
 - AR Accounting Entry
 - AR Accounting Entry Detail
- Account Activity Summary
 - CCA Year End CAN
 - Reverse and Reverse Amounts
 - Recovery Report 10/4/2005
 - AR Account Activity Detail
- Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Calculate A/C Change
- Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definitions Center

Account Activity Summary

Find an Existing Value Add a New Value

Run Control ID: Run_AMAE2110

Add

Find an Existing Value Add a New Value

Report Request Parameters Page

Account Activity Summary - Windows Internet Explorer

File Edit View Favorites Tools Help

Address https://peopleweb1.finnan.state.vt.us/jsp/TMTST/EMPLOYEE/ERP/c/MANAGE_ASSETS_RUN_AMAE2000.GBL?mode=dog pen

Account Activity Summary

Home | Logout | Add to Favorites | Search

new Window | Help | Customer Page

Parameters

Run Control ID: TAI_RUN_CONTROL Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 00140 Book Name: ASSETS Account: 173001

Type of Report

☒ Detail ☐ Summary

For Cost and Depreciation

From Fiscal Year: 2005 Period: 1 Thru Fiscal Year: 2005 Period: 12

For Cost and Ret

☒ Include Transfers ☒ Include Retirements

Report Request Parameters

As Of Fiscal Year: Period: As of Date: Period:

Save Return to Search Notify Refresh Add Update/Change

Process Scheduler Request Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://prodweb1.finnan.state.vt.us/cgi-bin/TMTST/EMPLOYEE/ERP/CMANAGE_ASSETS_RUPF_AMAE2000.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

New Window | Help | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMAE2110

Server Name: PBLR01 Run Date: 02/05/2007
Reference: Run Time: 10:28:58AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Account Entry Detail - Cost	AMAE2110	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - Dep	AMAE2130	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - NBV	AMAE2130	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Cost	AMAE2030	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Dep	AMAE2030	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Net	AMAE2130	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://prodweb1.finnan.state.vt.us/cgi-bin/TMTST/EMPLOYEE/ERP/CMANAGE_ASSETS_RUPF_AMAE2000.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

New Window | Help | Customize Page |

Process Monitor

Process List [Server List](#)

Use ID: JHARRIS Type: Last: 5 Minutes Refresh

Server: Name: Instance: Save On Refresh

Run Status: Distribution Status

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2408122		SQR Report	AMAE2110	JHARRIS	02/05/2007 10:28:58AM PST	Success	Posted	Details

[Go back to Account Activity Summary](#)

Save Notify

Process List | [Server List](#)

Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: http://fmpdwweb1.finnan.state.vt.us/jsp/TMTST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMAE2000.GBL. The PeopleSoft logo is visible in the top left corner of the application window. A left-hand menu lists various navigation options, including 'Asset Management', 'Financial Management', 'Depreciation', 'Accounting Entries', 'Financial Reports', 'Load Reporting Tables', 'Asset Details', 'Leased Assets', 'Accounting Entries', 'Account Entry', 'All Accounting Entry', 'All Accounting Entry Detail', 'Account Activity Summary', 'CCA Year End CAN', 'Revenue and Expense Amounts', 'Statutory Report 10/4/2005', 'All Account Activity Detail', 'Cost and Depreciation', 'Retirement', 'Cost and Depreciation Summary', 'Generate All Checks', 'Send/Receive Information', 'Taxes', 'Insurance/Service/Repair', 'Physical Inventory', 'Mass Change', 'Search for an Asset', 'Print an Asset', and 'Asset Definition Center'. The main content area is titled 'Process Detail' and contains the following information:

- Process:**
 - Instance: 2488122
 - Type: SQR Report
 - Name: AMAE2110
 - Description: Account Entry Detail - Cost
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AMAE2110
 - Location: Server
 - Server: PSUNX
 - Recurrence:
- Timeline:**
 - Request Created On: 02/05/2007 10:28:10AM PST
 - Run Anytime After: 02/05/2007 10:28:56AM PST
 - Begin Process At: 02/05/2007 10:28:34AM PST
 - End Process At: 02/05/2007 10:28:41AM PST

On the right side of the 'Process' section, there are links for 'New Window', 'Help', and 'Customize Page'. Below the 'Run' section, there are buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. At the bottom of the 'Process' section, there are links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'. At the bottom of the page, there are 'OK' and 'Cancel' buttons.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: http://fmpdwweb1.finnan.state.vt.us/jsp/TMTST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMAE2000.GBL. The PeopleSoft logo is visible in the top left corner of the application window. A left-hand menu lists various navigation options, including 'Asset Management', 'Financial Management', 'Depreciation', 'Accounting Entries', 'Financial Reports', 'Load Reporting Tables', 'Asset Details', 'Leased Assets', 'Accounting Entries', 'Account Entry', 'All Accounting Entry', 'All Accounting Entry Detail', 'Account Activity Summary', 'CCA Year End CAN', 'Revenue and Expense Amounts', 'Statutory Report 10/4/2005', 'All Account Activity Detail', 'Cost and Depreciation', 'Retirement', 'Cost and Depreciation Summary', 'Generate All Checks', 'Send/Receive Information', 'Taxes', 'Insurance/Service/Repair', 'Physical Inventory', 'Mass Change', 'Search for an Asset', 'Print an Asset', and 'Asset Definition Center'. The main content area is titled 'View Log/Trace' and contains the following information:

- Report:**
 - Report ID: 2441
 - Process Instance: 2488122
 - Name: AMAE2110
 - Process Type: SQR Report
 - Run Status: Success
 - Account Entry Detail - Cost
 - Distribution Detail
- Distribution:**
 - Distribution Mode: FMPDWEB1
 - Expiration Date: 10/31/2009
- File List:**

Name	File Size (bytes)	DateTime Created
Message Log	1,549	02/05/2007 10:29:41 000000AM PST
amae2110_2488122.PDF	49,012	02/05/2007 10:29:41 000000AM PST
Trace File	220	02/05/2007 10:29:41 000000AM PST
- Distribute To:**

Distribution ID Type	Distribution ID
User	JHARRIS

At the bottom of the page, there is a 'Return' button.

Example of Report Output

http://mnpdweb1.finnan.state.vt.us/psreports/FMTST/2441/amae2110_2488122.PDF Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://mnpdweb1.finnan.state.vt.us/psreports/FMTST/2441/amae2110_2488122.PDF

150% Save a Copy Print Email Search Select Text Great offers from Adobe

Report ID: AMAE2110 ACCOUNT ENTRY DETAIL - COST
 Div. Unit: 66140 -- Environmental Conservation
 Book: AGENTS -- Asset Book
 Account: 373001 -- Vehicles
 From Year 2005 Period 1 Thru Year 2005 Period 12
 From Year 2005 Period 1 Thru Year 2005 Period 12

Fund Dept	Asset ID	Program	Class	Project	Type	Cost	Seg Cost	Adjust	Transf
								Add	Recst
								0.00	0.00
22005	61402	53320			YEND				
980000000763					BU #150 BU 2003 0 C2	19,135.44		0.00	0.00
								0.00	0.00
					Total for category	YEND	19,135.44	0.00	0.00
					Total for Project		19,135.44	0.00	0.00
					Total for class	53320	19,135.44	0.00	0.00
					Total for progr	6140240100	19,135.44	0.00	0.00
					Total for Dept	22005	22,735.44	0.00	0.00
					Total for Fund		845,051.51	0.00	-629,659.07

11 x 8.5 in 14 of 14

Done Internet

start Search/IE Intranet Accounts Asset Accounts SURF A http:// 10:31 AM

VISION FINANCIALS

Accounting Entry Detail-Net Book Value (AMAE2130)

Report Information

Purpose of the Report

This report lists cost balance, YTD and LTD depreciation and NBV amounts per asset.

Type of Report

SQR

Navigation (Path) to the Report


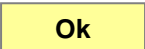
Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAE2130)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
GL Unit	Select desired GL Unit	Click on magnifying glass to lookup value
Book	Select desired Book	ASSETS is recommended
Account	Select desired Account	Click on magnifying glass to lookup value
For Depr and Net	Select desired actions	If you want information regarding assets that have been retired or transferred select either or both
Type of Report	Choose Detail or Summary	
From Fiscal Year & Through Fiscal Year Or Date Range From & Thru	Leave blank	Do not enter timeframe information in these boxes

Report Steps		see screenshot below
As of Fiscal Year & Period Or As of Date	Enter desired information	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select Account Entry Detail – NBV	It’s Process Name is AMAE2130
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAE2130 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://peopleweb1.finnvsn.state.vt.us/jsp/PM101/EMPLOYEE/ERP/(MANAGE_ASSETS.RUN_AMAE2000.GEL)FolderPath=PORTAL_BOOT_OBJECT.SP/CO_ASSETS.SP/AM... Go

PeopleSoft.

Menu

- Accounting Entries
 - Account Entry
 - AM Accounting Entry
 - AM Accounting Entry Detail
- Account Activity Summary
 - CCA Year End CASH
 - Reserve and Reverse Amounts
 - Statutory Report 2004/2005
 - AM Account Activity Detail
- Cost and Depreciation
 - Refinement
 - Cost and Depreciation Summary
 - Generate AM Charts
- Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center
- Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - VAT and Interest
 - Expense and Sales Tax/VAT
 - END
- Commitment Control

Account Activity Summary

Find an Existing Value Add a New Value

Run Control ID: Run_AMAE2000

Add

Find an Existing Value Add a New Value

start

11:04 AM

Report Request Parameters Page

Account Activity Summary - Windows Internet Explorer

https://finprodweb1.finnhan.state.vt.us:444/psp/PMRPT/EMPLOYEE/ERP/c/MANAGE_ASSETS.RUN_AMAE2000.GBL?Fold= dog fences

File Edit View Favorites Tools Help

Account Activity Summary

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Parameters

Run Control ID: 1AM_RUN_CONTROL [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Unit: 01190
Book Name: ASSETS
Account: 173001

Type of Report
☒ Detail
☐ Summary

For Depreciation and Ret
☒ Include Transfers
☒ Include Retirements

Fiscal Year/Period Range

For Cost and Depreciation
From Fiscal Year: Period: OR
Thru Fiscal Year: Period:

Date Range
For Cost:
From: Thru:

Fiscal Year/Period OR Date
As Of Fiscal Year: 2005 Period: 1 OR As of Date:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Done

Start | Snagit | Accounting Entry Detail... | Account Activity Sum... | 34 | 2:52 PM

Process Scheduler Request Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address http://peopleweb1.finnan.state.vt.us/jsp/PM/ST/EMPLOYEE/ERP/(MANAGE_ASSETS.RUN_AMAE2130.GBL?FolderPath=PORTAL_ROOT_OBJECT.SPDC_ASSETS.SPAPL... Go

PeopleSoft.

Menu

- Accounting Entries
 - Account Entry
 - All Accounting Entry
 - All Accounting Entry Detail
- Account Activity Summary
 - CCA Year End Calc
 - Reserve and Reverse Amounts
 - Statutory Report 2054/2055
 - All Account Activity Detail
- Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate AM Charts
- Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center
- Banking
 - Cash Management
 - Debit Management
 - Risk Management
 - WAT and Interest
 - Expense and Sales Tax/WAT
 - IND
- Commitment Control

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMAE2130

Server Name: PSUN01 Run Date: 02/05/2007

Recurrence: Run Time: 11:08:09AM

Time Zone: [Dropdown]

Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Account Entry Detail - Cost	AMAE2110	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - Depr	AMAE2120	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Account Entry Detail - NBV	AMAE2130	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Cost	AMAS2030	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Dep	AMDP2030	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Net	AMDP2130	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address http://peopleweb1.finnan.state.vt.us/jsp/PM/ST/EMPLOYEE/ERP/(MANAGE_ASSETS.RUN_AMAE2130.GBL?FolderPath=PORTAL_ROOT_OBJECT.SPDC_ASSETS.SPAPL... Go

PeopleSoft.

Menu

- Asset Management
 - Financial Management
 - Depreciation
- Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
- Accounting Entries
 - Account Entry
 - All Accounting Entry
 - All Accounting Entry Detail
- Account Activity Summary
 - CCA Year End Calc
 - Reserve and Reverse Amounts
 - Statutory Report 2054/2055
 - All Account Activity Detail
- Cost and Depreciation
 - Retirement
 - Cost and Depreciation Summary
 - Generate AM Charts
- Send/Receive Information
 - Taxes
 - Insurance/Service/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center

Process List Server List

View Process Request For

User ID: JHARRIS Type: [Dropdown] Last: 5 Minutes Refresh

Server: [Dropdown] Name: [Dropdown] Instance: [Dropdown] In

Run Status: [Dropdown] Distribution Status: [Dropdown] Save On Refresh

Process List

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2488139	SQR Report	AMAE2130	JHARRIS	02/05/2007 11:08:09AM PST	Success	Posted	Details

Go back to Account Activity Summary

Save Notify

Process List | Server List

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page. The browser window title is "Account Activity Summary - Microsoft Internet Explorer". The address bar shows the URL: http://fprdw01.finnan.state.vt.us/jsp/PMST/EMPLOYEE/ERP/UNMANAGE_ASSETS.RUN_AMAE3000.GBL?FolderPath=PORTAL_ROOT_OBJECT.SPDC_ASSETS.SPAPL...

The PeopleSoft logo is at the top left. A menu on the left lists various functions under "Asset Management", "Financial Management", "Depreciation", "Accounting Entries", "Financial Reports", "Load Reporting Tables", "Asset Details", "Leased Assets", "Accounting Entries", "Account Entry", "Account Entry Detail", "Account Entry Summary", "CCA Year End Calc", "Reserve and Revenue Accounts", "Statutory Report 2054/2055", "All Account Activity Detail", "Cost and Depreciation", "Retirement", "Cost and Depreciation Summary", "Generate All Charts", "Send Package Information", "Taxes", "Insurance/Service/Repair", "Physical Inventory", "Mass Change", "Search for an Asset", "Print an Asset", and "Asset Definition Center".

The main content area is titled "Process Detail". It shows the following information:

- Instance:** 2488139
- Type:** SQR Report
- Name:** AMAE2130
- Description:** Account Entry Detail - NBV
- Run Status:** Success
- Distribution Status:** Posted

Below this, there are buttons for "Run", "Update Process", "Hold Request", "Queue Request", "Cancel Request", "Delete Request", and "Restart Request".

The "Run Control" section shows:

- Run Control ID:** Run_AMAE2130
- Location:** Server
- Server:** PSUN01
- Recurrence:**

The "Detail File" section shows:

- Request Created On:** 02/05/2007 11:09:59AM PST
- Run Runtime After:** 02/05/2007 11:09:09AM PST
- Began Process At:** 02/05/2007 11:09:07AM PST
- Ended Process At:** 02/05/2007 11:09:17AM PST

There are links for "Parameters", "Transfer", "Message Log", "Batch Timings", and "View Log/Trace".

At the bottom, there are "OK" and "Cancel" buttons.

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page. The browser window title is "Account Activity Summary - Microsoft Internet Explorer". The address bar shows the URL: http://fprdw01.finnan.state.vt.us/jsp/PMST/EMPLOYEE/ERP/UNMANAGE_ASSETS.RUN_AMAE3000.GBL?FolderPath=PORTAL_ROOT_OBJECT.SPDC_ASSETS.SPAPL...

The PeopleSoft logo is at the top left. The same menu as the previous screenshot is on the left.

The main content area is titled "View Log/Trace". It shows the following information:

- Report ID:** 2457
- Process Instance:** 2488139
- Name:** AMAE2130
- Process Type:** SQR Report
- Run Status:** Success
- Account Entry Detail - NBV**

Below this, there are links for "Distribution Details", "File List", "Distribute To", and "Return".

The "Distribution Details" section shows:

- Distribution Node:** FMRDWEB1
- Expiration Date:** 10/31/2008

The "File List" section shows a table with the following data:

Name	File Size (bytes)	Datetime Created
Message Log	1,549	02/05/2007 11:09:17 000000AM PST
amae2130_2488139.PDF	24,269	02/05/2007 11:09:17 000000AM PST
Trace File	231	02/05/2007 11:09:17 000000AM PST

The "Distribute To" section shows:

- Distribution ID Type:**
- Distribution ID:** JHARRIS

At the bottom, there is a "Return" button.

Example of Report Output

http://fmrdrweb1.finnan.state.vt.us/psreports/FMTST/2457/amae2130_2488139.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmrdrweb1.finnan.state.vt.us/psreports/FMTST/2457/amae2130_2488139.PDF

Search Favorites

Save a Copy Print Email Search Select Text Launch faster with Reader 7.0

Report ID: AMRE1139 PeopleSoft AM
Due Date: 01100 -- Buildings & Gen Serv-Trop ACCOUNT ENTRY DETAIL - NET BOOK VALUE
Book: ASSETS -- Asset Book
Account: 173001 -- Vehicle
As of Year 2005 Period 1

Fund Dept	Projr Class Project	Cat	Asset ID	Description Type	Cost Balance	Outpost Dept
56000	11405	VENO	809000001617		31,379.00	324.78
				CHEV SILVERADO 2009		
56000	11405	VENO	809000001628		31,727.00	340.91
				CHEV SILVERADO 2009		
	Category	VENO			62,960.00	665.69
	Project				62,960.00	665.69
	Class				62,960.00	665.69
	Projr	114050513			62,960.00	665.69
	Dept	56000			62,960.00	665.69

11 x 8.5 in 17 of 17

Done Internet

start

Snapshot Phone ... Account ... Asset ... Account ... RUN A ... http://W... 11:10 AM

VISION FINANCIALS

Account Activity Summary-Depreciation (AMDP2030)

Report Information

Purpose of the Report

This report lists depreciation and related transaction amounts per account with Chartfields, book and report totals.

Type of Report

SQR



Navigation (Path) to the Report

Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMDP2030)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Account	Select desired Account	Click on magnifying glass to lookup value
Type of Report	Choose Detail or Summary	
Include Transfers	Check if desired	
Include Retirements	Check if desired	
From Fiscal Year & Through Fiscal Year	Enter timeframe to be reported on	Note: It is recommended to enter date information in this section.
As of Fiscal Year/Period Or As of Date	See Note	Note: It is not recommended to use this date information section for depreciation reporting.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Account Activity Summary – Dep”	It’s process name is AMDP2030
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Steps		see screenshot below
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMDP2030 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID Page' in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `http://hrdevweb.finnan.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMANAGE_ASSETS.RUN_AMAE2000.GBL`. The page title is 'Account Activity Summary'. Below the title, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field labeled 'Run Control ID:' contains the value 'Run_AMCP2038'. Below this field is a yellow 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows several open applications, including 'start', 'Shog7/32', 'Job - P...', 'Account A...', 'Asset Man...', 'Account A...', 'RUBANCO...', and 'Internet'. The system clock shows 1:28 PM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters Page' in a Windows Internet Explorer browser. The browser's address bar displays the URL: `http://hrdevweb.finnan.state.vt.us:444/ps/pfmdev/EMPLOYEE/ERP/c/PMANAGE_ASSETS.RUN_AMAE2000.GBL`. The page title is 'Account Activity Summary'. Below the title, there are links for 'New Window', 'Help', and 'Customize Page'. The page is divided into several sections. The 'Run Control ID:' field contains '1AM_RUN_CONTROL'. There are links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. The 'Language:' dropdown is set to 'English'. The 'Report Request Parameters' section includes fields for 'Unit:' (25100), 'Book Name:' (ASSETS), and 'Account:'. There are two radio buttons for 'Type of Report': 'Detail' (selected) and 'Summary'. The 'For Detail and Ret:' section has two checked checkboxes: 'Include Transfers' and 'Include Retirements'. The 'Fiscal Year Period Range' section has two sub-sections: 'For Cost and Depreciation' and 'For Cost:'. The 'For Cost and Depreciation' sub-section has 'From Fiscal Year:' (2005), 'Period:' (1), and 'Thru Fiscal Year:' (2005), 'Period:' (12). The 'For Cost:' sub-section has 'From:' and 'Thru:' fields. The 'Fiscal Year Period OR Date' section has 'As Of Fiscal Year:' and 'Period:' fields, and 'As Of Date:' field. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The browser's taskbar at the bottom shows several open applications, including 'Account Activity Sum...', 'Shog7', 'Account Activity Sum...', and 'Internet'. The system clock shows 9:25 AM.

Process Monitor Page

[illegible]

Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser window. The page title is 'Account Activity Summary - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PWAWGE_ASSETS_RUN_AMAE2000.GBL. The PeopleSoft logo is visible at the top left. The page has a navigation bar with links: Home, Reporting, Add to Favorites, and Sign Out. There are also links for 'New Window' and 'Customize Page'. The main content area is titled 'Process Detail' and contains the following information:

Process	
Instance:	2484414
Type:	SGR Report
Name:	AMDP2030
Description:	Account Activity Summary - Dep
Run Status:	Success
Distribution Status:	Posted

Below the process information, there are two sections: 'Run' and 'Actions'.

Run

Run Control ID:	Run_AMDP2030
Location:	Server
Server:	PBURL
Recurrence:	

Actions

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Below the actions, there is a 'Data/Time' section with the following information:

Data/Time	
Request Created On:	02/01/2007 1:29:18PM EST
Run Anytime After:	02/01/2007 1:29:02PM EST
Begin Process At:	02/01/2007 1:29:28PM EST
Ended Process At:	02/01/2007 1:29:35PM EST

There are also links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'. At the bottom of the page, there are 'OK' and 'Cancel' buttons. The status bar at the bottom shows 'Process Instance: 2484414' and 'Internet'.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a Microsoft Internet Explorer browser window. The page title is 'Account Activity Summary - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PWAWGE_ASSETS_RUN_AMAE2000.GBL. The PeopleSoft logo is visible at the top left. The page has a navigation bar with links: Home, Reporting, Add to Favorites, and Sign Out. There are also links for 'New Window' and 'Customize Page'. The main content area is titled 'View Log/Trace' and contains the following information:

View Log/Trace	
Report ID:	6666
Process Instance:	2484414
Name:	AMDP2030
Process Type:	SGR Report
Run Status:	Success

Below the process information, there is a section for 'Account Activity Summary - Dep' with a 'Distribution Status' of 'Posted'. The 'Distribution Node' is 'FMRDWEB' and the 'Expiration Date' is '02/01/2008'.

File List

Name	File Size (bytes)	DateTime Created
Message Log	1,593	02/01/2007 1:29:35:000000PM EST
amdp2030_2484414.PDF	1,927	02/01/2007 1:29:35:000000PM EST
Trace File	194	02/01/2007 1:29:35:000000PM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

At the bottom of the page, there is a 'Return' button. The status bar at the bottom shows 'Process Instance: 2484414' and 'Internet'.

Example of Report Output

http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6685/andp2030_2494414.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6685/andp2030_2494414.PDF

150% Save as Copy Print Email Search Select Test Got Reader 7.0?

Report ID: AMEP0010
Bus. Unit: 01130 -- Judiciary
Book: ASSETS -- Asset Book
From Year 2009 Period 1 This Year 2009 Period 13

peoplesoft AM
ACCOUNT ACTIVITY SUMMARY - DEPRECIATION

Account	Description	Reg Depr Add	Prior Depr Transf
172601	Accum Dep Computer Equip	222,427.01	0.00
		0.00	0.00
172608	Accum Dep Other Equipment	228,192.57	28,000.00
		0.00	0.00
792000	Exp Asset Depr Exp Clearing	222,427.83	-28,259.00
		0.00	0.00
Total for Book ID: ASSETS		1,293,517.43	-9,259.00
		0.00	0.00
Total for Report		1,293,517.43	-9,259.00
		0.00	0.00

11 x 8.5 in 1 of 1

Done Internet

start Snagit/32 Inbox... Account... Asset... Account... BLN/A... http://f... 1:01 PM

VISION FINANCIALS

Account Activity Summary-Net Book Value (AMDP2130)

Report Information

Purpose of the Report

This report lists cost balance, YTD, LTD, depreciation and NBV amount per account.

Type of Report

SQR



Navigation (Path) to the Report

Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMDP2130)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Account	Select desired Account	Click on magnifying glass to lookup value
Type of Report	Choose Detail or Summary	
Include Transfers	Check if desired	
Include Retirements	Check if desired	
From Fiscal Year & Through Fiscal Year	Leave blank	Do not enter any date information in this section
As of Fiscal Year/Period Or As of Date	Enter desired information	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “ Account Activity Summary – Net”	It’s process name is AMDP2130
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report.

Report Steps		see screenshot below
		<ul style="list-style-type: none"> Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMDP2130 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID Page' in a Microsoft Internet Explorer browser. The browser's address bar displays a URL starting with 'http://prodweb.finnan.state.vt.us/'. The PeopleSoft logo is visible at the top left of the page. Below the logo, the text 'Account Activity Summary' is displayed. There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field contains the value 'Run_AMDP2139'. Below this field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows several open applications, including 'start', 'Google', 'Account A...', 'Asset Man...', and 'RUBANCO...'.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters Page' in a Windows Internet Explorer browser. The browser's address bar displays a URL starting with 'http://prodweb.finnan.state.vt.us/'. The PeopleSoft logo is visible at the top left of the page. Below the logo, the text 'Account Activity Summary' is displayed. There are two tabs: 'Parameters' (selected) and 'Run'. A text input field contains the value '1AM_RUN_CONTROL'. Below this field is a 'Language' dropdown menu set to 'English'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Request Parameters' section contains several input fields and checkboxes. The 'Unit' field is set to '25100'. The 'Book Name' field is set to 'ASSETS'. The 'Account' field is empty. The 'Type of Report' section has two radio buttons: 'Detail' (selected) and 'Summary'. The 'For Detail and Ret' section has two checkboxes: 'Include Transfers' (checked) and 'Include Retirements' (checked). The 'Fiscal Year Period Range' section has two input fields: 'From Fiscal Year' and 'Thru Fiscal Year'. The 'Data Range' section has two input fields: 'From' and 'Thru'. The 'Fiscal Year Period OK Range' section has two input fields: 'As Of Fiscal Year' and 'As Of Date'. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The browser's taskbar at the bottom shows several open applications, including 'start', 'Google', 'Account Activity Summary', and 'Account Activity Sum...'.

Process Scheduler Request Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/WWWGZ_ASSETS.RUN_AMAE2000.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPCC_ASSETS/EPAM... Go

PeopleSoft.

Home | Posted | Add to Favorites | Sign Out

New Window | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMDP2130

Server Name: PS1001 Run Date: 02/01/2007
Recurrence: Run Time: 1:43:54PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Account Entry Detail - Cost	AMAE2110	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - Debit	AMAE2120	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Entry Detail - NBV	AMAE2130	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Cost	AMAS2030	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Account Activity Summary - Debit	AMDP2030	SGR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Account Activity Summary - Net	AMDP2130	SGR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Account Activity Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/WWWGZ_ASSETS.RUN_AMAE2000.GBL?FolderPath=PORTAL_ROOT_OBJECT/EPCC_ASSETS/EPAM... Go

PeopleSoft.

Home | Posted | Add to Favorites | Sign Out

New Window | Customize Page |

Process List

[Server List](#)

New Process Request To:

User ID: JHARRIS Type: Last: 3 Minutes
Server: Name: Instance: to
Run: Distribution Status: ☒ Save On Refresh

Process List

[Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Log](#) | [Last](#)

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494422	SGR Report	AMDP2130	JHARRIS	02/01/2007 1:43:54PM EST	Success	Posted	Details

[Go back to Account Activity Summary](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

Process Instance: 2494422

Process Detail Page

The screenshot shows the 'Process Detail' page in a PeopleSoft application. The browser window title is 'Account Activity Summary - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://prodweb.finnson.state.vt.us/'. The page header includes the PeopleSoft logo and navigation links like 'Home', 'Reporting', 'Add to Favorites', and 'Sign Out'. The main content area is titled 'Process Detail' and contains the following information:

- Process:**
 - Instance: 2484422
 - Type: SGR Report
 - Name: AMDP2130
 - Description: Account Activity Summary - Net
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: Run_AMDP2130
 - Location: Server
 - Server: FSR001
 - Reference:
- Actions:**
 - Hold Request
 - Queue Request
 - Cancel Request
 - Delete Request
 - Restart Request
- Job Info:**
 - Request Created On: 02/01/2007 1:44:15PM EST
 - Run Anytime After: 02/01/2007 1:43:54PM EST
 - Begin Process At: 02/01/2007 1:44:24PM EST
 - Ended Process At: 02/01/2007 1:44:36PM EST

At the bottom of the page, there are links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'. The status bar at the bottom shows 'Process Instance: 2484422' and 'Internet'.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a PeopleSoft application. The browser window title is 'Account Activity Summary - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://prodweb.finnson.state.vt.us/'. The page header includes the PeopleSoft logo and navigation links like 'Home', 'Reporting', 'Add to Favorites', and 'Sign Out'. The main content area is titled 'View Log/Trace' and contains the following information:

- Report:**
 - Report ID: 6692
 - Process Instance: 2484422
 - Name: AMDP2130
 - Process Type: SGR Report
 - Run Status: Success
- Account Activity Summary - Net**
- Distribution Status:**
 - Distribution Node: FSR001
 - Expiration Date: 02/01/2008
- File List:**

Name	File Size (bytes)	DateTime Created
Message Log	1,593	02/01/2007 1:44:26:000000PM EST
amdp2130_2484422.PDF	1,052	02/01/2007 1:44:26:000000PM EST
Trace File	202	02/01/2007 1:44:26:000000PM EST
- Distribute To:**
 - Distribution ID: User
 - Distribution ID: JHARRIS

At the bottom of the page, there is a 'Return' button. The status bar at the bottom shows 'javascript:subm(Action_vnd(document, vnd, 'CDM_AU', 'rt12@0')' and 'Internet'.

Example of Report Output

https://imprdwel1.finnan.state.vt.us:444/poreports/TMRPT/258011/andp2130_3727977.PDF - Windows Internet Explorer

https://imprdwel1.finnan.state.vt.us:444/poreports/TMRPT/258011/andp2130_3727977.PDF

File Edit Go To Favorites Help

Account Activity Summary https://imprdwel1.finnan... x

1 / 1 150% Print

Report ID: AMDP2130
Bus. Unit: 05100 -- Education
Book: ASSETS -- Asset Book
As of Date 06/30/2005

PeopleSoft AM
ACCOUNT ACTIVITY SUMMARY - NET BOOK VALUE

Account	Description	Cost Balance	Current Dep.
172001	Computer Equipment	97,362.58	688.78
172401	Other Equipment	0.08	0.00
173001	Vehicles	0.08	0.00
790050	Other Equipment - Co	18,050.38	3,548.32
791120	Computer Equipment -	874,037.67	34,426.69
Total for Book ID ASSETS		998,450.55	38,683.80
Total for Report		998,450.55	38,683.80

11.00 x 8.50 in

Start Snagit Account Activity Summar... https://imprdwel1.f... 46 32 10:24 AM

VISION FINANCIALS

Asset Acquisitions by In Service Date (AMAS2110)

Report Information

Purpose of the Report

This report lists asset information and includes Cost, LTD, and YTD Depreciation and Net Book Value with Chartfield, In-service Period/Year, Book and Report totals.

Type of Report

SQR

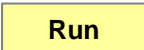
Navigation (Path) to the Report


Asset Management > Financial Reports > Asset Details > Acquisitions

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2110)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Report By	Select Dept ID	This field may be hidden, if so click on the triangle next to “Report Print Options” to unhide it.
Template ID	Select desired Template ID	If no template ID exists click update/Add Template, name your template, click Add Template, and then click OK.
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports

Report Steps		see screenshot below
Process List	Choose “Asset Acquisitions by in Servi”	It’s Process Name is AMAS2110
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2110 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in the PeopleSoft Acquisitions module. The browser window is titled 'Acquisitions - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.frisan.state.vt.us/pq/PMDEV/EMPLOYEE/ERP/c/PWAWGE_ASSETS.RUN_AMAS2100.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Backlist, Add to Favorites, and Search. A 'New Window' link is also present. The main content area is titled 'Asset Acquisitions' and contains two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the value 'RUN_AMAS2110'. An 'Add' button is located below the input field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Acquisition...', 'Asset Map...', and 'RUN AMAS...'. The system clock indicates the time is 2:12 PM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in the PeopleSoft Acquisitions module. The browser window is titled 'Acquisitions - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.frisan.state.vt.us/pq/PMDEV/EMPLOYEE/ERP/c/PWAWGE_ASSETS.RUN_AMAS2100.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Backlist, Add to Favorites, and Search. A 'New Window' link and a 'Customize Page' link are also present. The main content area is titled 'Parameters' and contains three tabs: 'Report Manager' (selected), 'Process Monitor', and 'Run'. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the value 'RUN_AMAS2110'. To the right of this field are links for 'Report Manager', 'Process Monitor', and 'Run'. Below the 'Run Control ID' field, there is a 'Language' dropdown menu set to 'English'. A 'Request Print Options' button is located below the language dropdown. The 'Report Request Parameters' section contains several input fields and buttons. The 'Unit' field is set to '02140'. The 'Book Name' field is set to 'ASSETS'. The 'Fiscal Year Period Range' section includes 'From Fiscal Year' (2005), 'Period' (1), 'Thru Fiscal Year' (2005), and 'Period' (12). The 'Category' field is set to 'COMPO'. The 'Find Code', 'Department', 'Program Code', 'Class Field', and 'Project' fields are empty. The 'Date Range' section includes 'From' and 'Thru' date pickers. The 'Type of Report' section has two radio buttons: 'Detail' (selected) and 'Summary'. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Refresh'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Acquisition...', 'Asset Map...', and 'RUN A...'. The system clock indicates the time is 3:06 PM.

Process Scheduler Request Page

Acquisitions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisson.state.vt.us/ps2/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS.RUN_AMAS2100.GBL

PeopleSoft.

Home | Portfolio | Add to Favorites | Sign Out

New Window | Customize Page | Saved

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMAS2110

Server Name: PSUNIC Run Date: 01/26/2007
Recurrence: Run Time: 3:06:29PM
Time Zone: [Reset to Current DateTime](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Asset Acquisitions by Charlie	AMAS2100	SGR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Asset Acquisitions by In Sani	AMAS2110	SGR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Instance: 2494318

start | start/stop | Job - P... | Asset Acq... | Acquisitions... | Asset Man... | RUN AMAS... | 3:06 PM

Process Monitor Page

Acquisitions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisson.state.vt.us/ps2/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS.RUN_AMAS2100.GBL

PeopleSoft.

Home | Portfolio | Add to Favorites | Sign Out

New Window | Customize Page |

Process List

Process List [Server List](#)

How Process Requested In:

User ID: JHARRIS Type: Last: 1 Minutes
Server: Name: Instance: to
Run Distribution Status: ☒ Save On Refresh

Process List

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [Last](#)

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494318	SGR Report	AMAS2110	JHARRIS	01/26/2007 3:06:29PM EST	Success	Posted	Details

[Go back to Asset Acquisitions](#)

Save Notify

Process List | [Server List](#)

javascript:sub@Action_vie@document_vie@REFRESH_BTN();

start | start/stop | Job - P... | Asset Acq... | Acquisitions... | Asset Man... | RUN AMAS... | 3:07 PM

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page. The browser window title is "Acquisitions - Microsoft Internet Explorer". The address bar shows the URL: http://fndevweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMAS2100.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Acquisitions, and Sign Out. There are also links for "New Window" and "Customize Page".

Process Detail

Process

Instance:	2484319	Type:	SGR Report
Name:	AMAS2110	Description:	Asset Acquisitions by In Sent
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: RUN_AMAS2110

Location: Server

Server: PBLR01

Recurrence:

Actions

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Data/Time

Request Created On:	01/26/2007 3:08:45PM EST	Parameters	Transfer
Run Anytime After:	01/26/2007 3:08:20PM EST	Message Log	
Begin Process At:	01/26/2007 3:08:53PM EST	Batch Timings	
Ended Process At:	01/26/2007 3:08:54PM EST	View Log/Trace	

OK Cancel

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page. The browser window title is "Acquisitions - Microsoft Internet Explorer". The address bar shows the URL: http://fndevweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMAS2100.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Acquisitions, and Sign Out. There are also links for "New Window" and "Customize Page".

View Log/Trace

Report

Report ID:	6605	Process Instance:	2484319	Message Log
Name:	AMAS2110	Process Type:	SGR Report	
Run Status:	Success			

Asset Acquisitions by In Sent

Distribution Details

Distribution Node:	FPMRDWEB1	Expiration Date:	10/31/2008
--------------------	-----------	------------------	------------

File List

Name	File Size (bytes)	Dateline Created
Message Log	1,593	01/26/2007 3:06:54.000000PM EST
amas2110_2484319.PDF	9,058	01/26/2007 3:06:54.000000PM EST
Trace File	215	01/26/2007 3:06:54.000000PM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Example of Report Output

Report ID: 2494319
Bus. Unit: 22140 -- Public Safety
Book: ASSETS -- Asset Book
From Year 2008 Period 1 thru Year 2008 Period 12

PeopleSoft AM
ASSET ACQUISITIONS DETAIL BY IN SERVICE YEAR AND PERIOD

Year	Period	Cat	Asset id	Description	Type	Depr Date	Life	Cost Balance	YTD Depr
2008	10	COMP	000000002228	2008-0000- Rad1		04/15/1900	36	13,000.00	13,000.00
Total for Category COMP								13,000.00	13,000.00
Total for In Service Period 10								13,000.00	13,000.00
Total for In Service Year 2008								13,000.00	13,000.00

VISION FINANCIALS

Asset Acquisitions by Chartfield (AMAS2100)

Report Information

Purpose of the Report

This report lists asset information and includes Cost, LTD, and YTD Depreciation and Net Book Value with Chartfield, Book and Report totals.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Asset Details > Acquisitions

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2100)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Report By	Select Dept ID	This field may be hidden, if so click on the triangle next to “Report Print Options” to unhide it.
Template ID	Select Category	If no template ID exists click update/Add Template, name your template, click Add Template, then click OK.
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	It is recommended that you use the Fiscal Year/Period Range box as the Date Range will only give you current fiscal year activity
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports

Report Steps		see screenshot below
Process List	Choose “Asset Acquisitions by Chartfie”	It’s process name is AMAS2100
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2100 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Acquisitions - Microsoft Internet Explorer'. The address bar shows the URL: http://frodosweb.finnan.state.vt.us/jsp/PMCEV/EMPLOYEE/HRFV/MANAGE_ASSETS.RUN_AMAS2100.GBL. The page header includes the PeopleSoft logo and navigation links: Home, My Worklist, Add to Favorites, and Sign Out. A 'New Window' button is also present. The main section is titled 'Asset Acquisitions' and contains two tabs: 'Enter an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a text input field labeled 'Run Control ID:' containing the value 'RUN_AMAS2100'. An 'Add' button is located below the input field. At the bottom of the section, there are links for 'Enter an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Acquisitions...', 'Assets Man...', and 'TS_091-31...'. The system clock indicates 2:07 PM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Acquisitions - Microsoft Internet Explorer'. The address bar shows the URL: http://frodosweb.finnan.state.vt.us/jsp/PMCEV/EMPLOYEE/HRFV/MANAGE_ASSETS.RUN_AMAS2100.GBL. The page header includes the PeopleSoft logo and navigation links: Home, My Worklist, Add to Favorites, and Sign Out. A 'New Window' button and a 'Customize Page' button are also present. The main section is titled 'Parameters' and contains a 'Run Control ID:' field with the value 'RUN_AMAS2100'. Below this is a 'Language:' dropdown menu set to 'English'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Request Parameters' section is expanded, showing various input fields. The 'Unit:' field contains '06210'. The 'Book Name:' field contains 'ASSETS'. The 'Fiscal Year Period Range' section has 'From Fiscal Year:' set to '2005' and 'Period:' set to '6'. The 'Then Fiscal Year:' is also '2005' and 'Period:' is '6'. The 'Date Range' section has 'From:' and 'Thru:' fields. The 'Category:' field contains 'OEGPD'. The 'Fund Code:', 'Department:', 'Program Code:', 'Class Field:', and 'Project:' fields are empty. The 'Type of Report' section has two radio buttons: 'Detail' (selected) and 'Summary'. At the bottom of the section, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Launch Template'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Acquisitions...', 'Assets Man...', and 'TS_091-31...'. The system clock indicates 2:29 PM.

Process Scheduler Request Page

Acquisitions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://trellisweb.finnarr.state.vt.us/jsp/PMODE/EMPLOYEE/EMP/UMANAGE_ASSETS.RUN_AMAS2100.GBL

PeopleSoft

Home | Worklist | Add to Favorites | Search

New Window | Customize Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMAS2100

Server Name: PBLVD Run Date: 01/26/2007
Reference: Run Time: 2:29:20PM [Reset to Current DateTime](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Asset Acquisitions by Chartfield	AMAS2100	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Asset Acquisitions by In Stmt	AMAS2110	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Instance: 2494315

start

Process Monitor Page

Acquisitions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://trellisweb.finnarr.state.vt.us/jsp/PMODE/EMPLOYEE/EMP/UMANAGE_ASSETS.RUN_AMAS2100.GBL

PeopleSoft

Home | Worklist | Add to Favorites | Search

New Window | Customize Page

Process List

Show Process Request For

User ID: JHARRIS Type: Last: 1 Minutes
Server: Name: Instance: to
Run Status: Distribution Status ☒ Save On Refresh

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494316	SQR Report	AMAS2100	JHARRIS	01/26/2007 2:29:20PM EST	Success	Pooled	Details

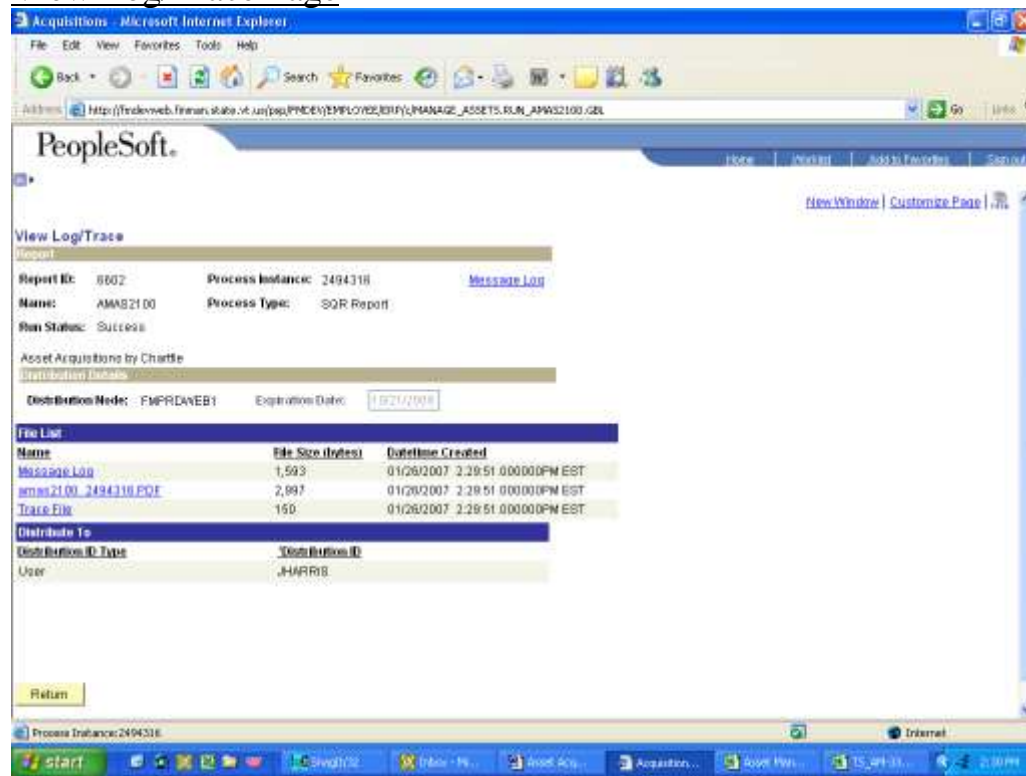
[Go back to Asset Acquisitions](#)

Save Notify

Process List | Server List

javascript:submitAction_vend(document.vend,REFRESH_BTN);

start



Example of Report Output

http://fmdevweb.finnan.state.vt.us/jsreports/fmdev/6602/amas2100_2494316.PDF - Microsoft Internet Explorer

Address http://fmdevweb.finnan.state.vt.us/jsreports/fmdev/6602/amas2100_2494316.PDF

Report ID: 2494316
 Bus. Unit: 66210 -- Environmental Board
 Book: ASSETS -- Asset Book
 Dept: 4218001098 -- Environmental Board
 From Year 2005 Period: 6 thru Year 2005 Period: 6

PeopleSoft AM
 ASSET ACQUISITIONS DETAIL BY CHARTFIELD

Pund	Progr	Class	Project	Categ	Type	Acq Date	Depr Date	Life	Cost Balance	YTD Depr
21260				08280						
60000000001			DIGITAL COPY MA			10/28/2004	10/18/2004	60	17,740.00	728.17
			Total for Categ	08280					17,740.00	728.17
			Total for Project						17,740.00	728.17
			Total for Class						17,740.00	728.17
			Total for Progr						17,740.00	728.17
			Total for Pund	21260					17,740.00	728.17
			Total for Dept	4218001098					17,740.00	728.17
			Total for Book ID	ASSETS					17,740.00	728.17
			Total for Report						17,740.00	728.17

11x8.5in 1 of 1

VISION FINANCIALS

Asset Categories (AMAS1100)

Report Information

Purpose of the Report

This report lists asset categories.

Type of Report

Crystal


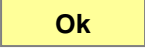
Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Asset Management > Reports > Asset Categories

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS1100)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
SetID	Enter SetID or use lookup to select.	“STATE” is recommended. Leave field blank to select all SetID’s.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS1100 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `http://prodweb.finnan.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/ESTABLISH_ASSET_PROCESSING.RUN_AMAS1100.GBL`. The PeopleSoft logo is at the top left, and navigation links for Home, Worklist, Add to Favorites, and Logout are at the top right. The page title is 'Asset Categories'. Below the title, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field labeled 'Run Control ID:' contains the value 'AMAS1100'. Below this field is a yellow 'Add' button. At the bottom of the page, there is a status bar showing 'Process Instance: 2494267' and an 'Internet' icon.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `http://prodweb.finnan.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/ESTABLISH_ASSET_PROCESSING.RUN_AMAS1100.GBL`. The PeopleSoft logo is at the top left, and navigation links for Home, Worklist, Add to Favorites, and Logout are at the top right. The page title is 'Asset Categories'. Below the title, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field labeled 'Run Control ID:' contains the value 'AMAS1100'. To the right of this field are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below these buttons is a section titled 'Report Request Parameters'. Inside this section, there is a text input field labeled 'SetID:' containing the value 'STATE'. At the bottom of the page, there is a status bar showing 'Process Instance: 2494267' and an 'Internet' icon.

Process Scheduler Request Page

Asset Categories - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb1.finnan.state.vt.us/psp/FMTE/EMPLOYEE/ERP/(ESTABLISH_ASSET_PROCESSING.RUN_AMAS1100.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Search

New Window | Help | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: AMAS1100

Server Name: PSNTCH Run Date: 02/06/2007 IS
Recurrence: Run Time: 9:24:56AM Reset to Current Date/Time
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	List of Asset Categories	AMAS1100	Crystal	Web	PDF	Distribution

OK Cancel

Process Monitor Page

Asset Categories - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb1.finnan.state.vt.us/psp/FMTE/EMPLOYEE/ERP/(ESTABLISH_ASSET_PROCESSING.RUN_AMAS1100.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Search

New Window | Customize Page |

Process List Server List

How Often Should I run

User ID: Type: Last: 5 Minutes IS
Server: Name: Instance: to
Run: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First | Last

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494267	Crystal	AMAS1100	JHARRIS	01/25/2007 1:02:28PM EST	Success	Posted	Details

Go back to Asset Categories

Save Notify

Process List | Server List

Process Instance: 2494267

Process Detail Page

Asset Categories - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.finnson.state.vt.us/ps/PMEEV/EMPLOYEE/ERP/(C)/ESTABLISH_ASSET_PROCESSING.RUN_AMAS1100.GBL

PeopleSoft.

Home Reporting Add to Favorites Sign Off

New Window Customize Page

Process Detail

Process

Instance:	2494267	Type:	Crystal
Name:	AMAS1100	Description:	List of Asset Categories
Run Status:	Success	Distribution Status:	Posted

Run [Update Process](#)

Run Control ID:	AMAS1100	<input type="radio"/> Hold Request
Location:	Server	<input type="radio"/> Queue Request
Server:	PSMTCR	<input type="radio"/> Cancel Request
Recurrence:		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Run Time [Actions](#)

Request Created On:	01/25/2007 1:02:57PM EST	Parameters	Transfer
Run Anytime After:	01/25/2007 1:02:28PM EST	Message Log	
Begin Process At:	01/25/2007 1:03:19PM EST	Batch Timings	
Ended Process At:	01/25/2007 1:03:33PM EST	View Log/Trace	

OK Cancel

(javascript:outletAction_win(document.veb().PMN_DERIVED_PROCESSIDPARAMS_BTN));

Internet

View Log/Trace Page

Asset Categories - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.finnson.state.vt.us/ps/PMEEV/EMPLOYEE/ERP/(C)/ESTABLISH_ASSET_PROCESSING.RUN_AMAS1100.GBL

PeopleSoft.

Home Reporting Add to Favorites Sign Off

New Window Customize Page

View Log/Trace

Report

Report ID:	8558	Process Instance:	2494267	Message Log
Name:	AMAS1100	Process Type:	Crystal	
Run Status:	Success			

List of Asset Categories

Distribution Details

Distribution Node:	FDWMBGR	Expiration Date:	10/15/2009
--------------------	---------	------------------	------------

File List

Name	File Size (bytes)	Outtime Created
AMAS1100_2494267.PDF	42,960	01/25/2007 1:03:33.000000PM EST
Message Log	0	01/25/2007 1:03:33.000000PM EST
PeopleSoft Trace File	470	01/25/2007 1:03:33.000000PM EST

Distribute To

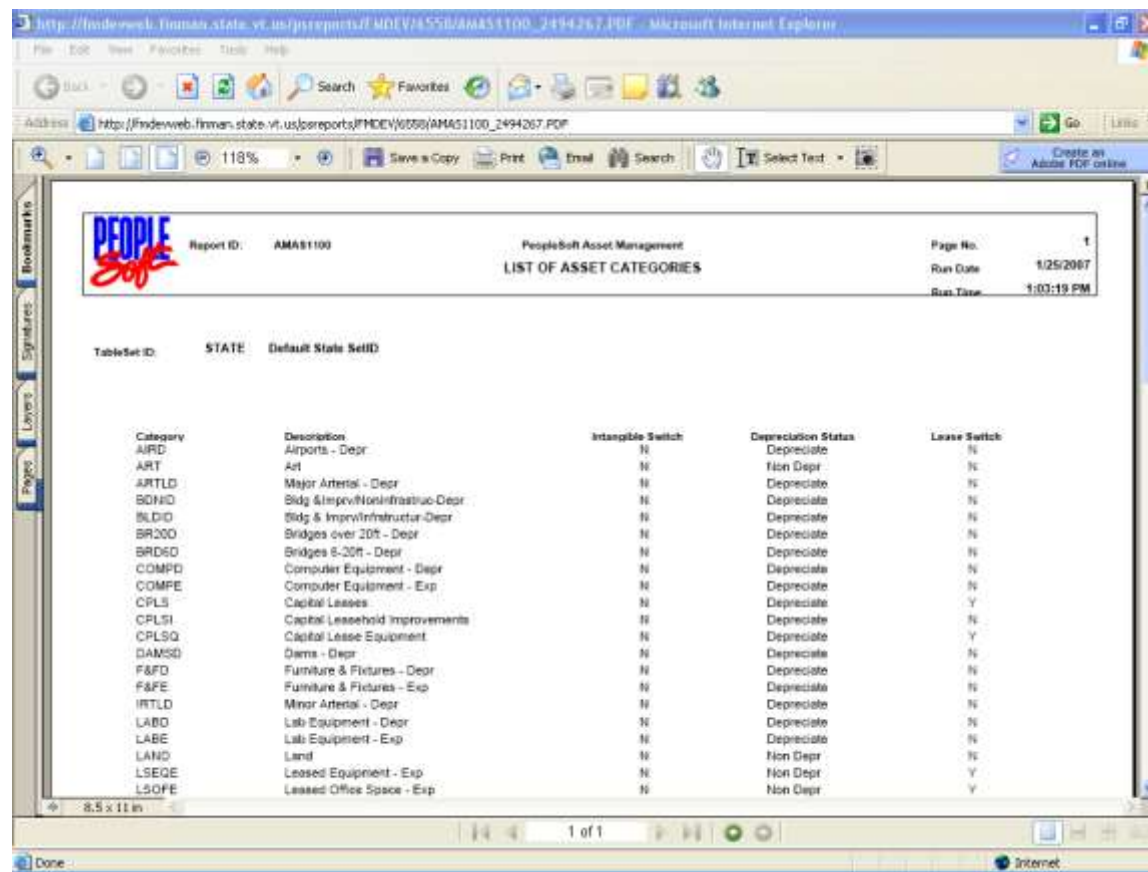
Distribution ID Type	Distribution ID
User	JHARRIS

Return

Process Instance: 2494267

Internet

Example of Report Output



Report ID: AMAS1100

PeopleSoft Asset Management

LIST OF ASSET CATEGORIES

Page No. 1
Run Date 1/25/2007
Run Time 1:03:19 PM

TableSet ID: STATE Default State SetID

Category	Description	Intangible Switch	Depreciation Status	Lease Switch
AIRD	Airports - Depr	N	Depreciate	N
ART	Art	N	Non Depr	N
ARTLD	Major Arterial - Depr	N	Depreciate	N
BOND	Bldg & Improv/Noninfrastructure	N	Depreciate	N
BLDID	Bldg & Improv/Infrastructure	N	Depreciate	N
BRD00	Bridges over 20ft - Depr	N	Depreciate	N
BRD50	Bridges 5-20ft - Depr	N	Depreciate	N
COMPD	Computer Equipment - Depr	N	Depreciate	N
COMPE	Computer Equipment - Exp	N	Depreciate	N
CPLS	Capital Leases	N	Depreciate	Y
CPLSI	Capital Leasehold Improvements	N	Depreciate	N
CPLSQ	Capital Lease Equipment	N	Depreciate	Y
DAMSD	Dams - Depr	N	Depreciate	N
F&D	Furniture & Fixtures - Depr	N	Depreciate	N
F&FE	Furniture & Fixtures - Exp	N	Depreciate	N
IRTLD	Minor Arterial - Depr	N	Depreciate	N
LABD	Lab Equipment - Depr	N	Depreciate	N
LABE	Lab Equipment - Exp	N	Depreciate	N
LAND	Land	N	Non Depr	N
LSEGE	Leased Equipment - Exp	N	Non Depr	Y
LSOFE	Leased Office Space - Exp	N	Non Depr	Y

VISION FINANCIALS

Asset Management Units/Books (AMBU1000)

Report Information

Purpose of the Report

This report lists all valid business units and asset books.

Type of Report

Crystal



Navigation (Path) to the Report

Set Up Financials/Supply Chain > Business Unit Related > Reports > Asset Management
Units/Books

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMBU1000)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Enter Unit or use lookup to select.	
Book Name	Enter Book name or use lookup to select.	“ASSETS” is recommended.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMBU1000#####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Asset Management Units/Books application. The browser window is titled 'Asset Management Units/Books - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.finnun.state.vt.us/ps/PMDCV/EMPLOYEE/ERP/c/ESTABLISH_BUSINESS_UNITS.RUN_AMBU1000.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Working, Add to Favorites, and Sign Out. A 'New Window' button is also present. The main content area has a tabbed interface with 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is active, showing a text input field for 'Run Control ID' containing 'RUN_AMBU1000'. Below the field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the start button, several application icons, and the system clock displaying 9:18 AM on 6/23/2016.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Asset Management Units/Books application. The browser window is titled 'Asset Management Units/Books - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.finnun.state.vt.us/ps/PMDCV/EMPLOYEE/ERP/c/ESTABLISH_BUSINESS_UNITS.RUN_AMBU1000.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Working, Add to Favorites, and Sign Out. A 'New Window' button and a 'Customize Page' link are also present. The main content area shows the 'Run Control ID' as 'RUN_AMBU1000'. Below this, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Report Request Parameters' section contains two input fields: 'Unit' with the value '02150' and 'Book Name' with the value 'ASSETS'. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Print/Export'. The Windows taskbar at the bottom shows the start button, several application icons, and the system clock displaying 9:23 AM on 6/23/2016.

Process Scheduler Request Page

Asset Management Units/Books - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fndevweb.finnan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/ESTABLISH_BUSINESS_UNITS.RUN_AMBU1000.GBL

PeopleSoft® Home Inquiries Assets Favorites Sign Out

New Window Customize Page

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMBU1000

Server Name: PSMTOR Run Date: 02/01/2007
Recurrence: Run Time: 8:25:54AM
Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Valid AM Business Units and As	AMBU1000	Crystal	Web	PDF	Distribution

OK Cancel

Process Instance: 2494397

Process Monitor Page

Asset Management Units/Books - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fndevweb.finnan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/ESTABLISH_BUSINESS_UNITS.RUN_AMBU1000.GBL

PeopleSoft® Home Inquiries Assets Favorites Sign Out

New Window Customize Page

Process List

View Process Instance For

User ID: JHARRIS Type: Last: 3 Minutes
Server: Name: Instance: to
Run: Distribution Status: Save On Refresh

Process List

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494397	Crystal	AMBU1000	JHARRIS	02/01/2007 8:23:25AM EST	Success	Posted	Details

Go back to Asset Management Units/Books

Save Notify

Process List Server List

Process Instance: 2494397

Example of Report Output

http://fmdevweb.finnman.state.vt.us/psreports/fmdev/6669/AMBU1000_2494397.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finnman.state.vt.us/psreports/fmdev/6669/AMBU1000_2494397.PDF

118% Save as Copy Print Email Search Select Test Create as Adobe PDF online

PEOPLE Soft Report ID: AMBU1000 PeopleSoft Asset Management Page No. 1
VALID AM BUSINESS UNITS AND ASSET BOOKS Run Date 2/1/2007
Run Time 8:23:53 AM

Business Unit: 02150 Military Department

Business Unit Options

Capital Acquisition Planning Book:	Keep All Books in Sync?:	Y
Default Book: ASSETS	Allow Duplicate Tag Numbers?:	N

Books for Business Unit

Book:	ASSETS	Asset Book
Is This Book Required?:	Y	Book Type: Corporate
Capitalization Minimum:	0.00	Currency Code: USD
Depreciation Calendar:	DT	Distribution Switch: Y
GL Business Unit:	02150	Ledger Group: ACCR/ADJ

1 of 1

Done Internet

start Snagit/32 Inbox Asset Asset Asset BLN A http:// 8:25 AM

VISION FINANCIALS

Asset Reclassifications (AMAS2400)

Report Information

Purpose of the Report

This report lists asset recategorizations ordered by chartfield.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Cost and Depreciation > Asset Reclassifications

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2400)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Template ID	Select Category	This field may be hidden. If it is click on the triangle next to Report Print Options. Also if Category does not exist create it by clicking on Update/Add Template, name it, click add template, then ok.
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2400 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page within the PeopleSoft Asset Reclassifications application. The browser window is titled 'Asset Reclassifications - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.frisan.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS.RUN_AMAS2400.GBL. The page features the PeopleSoft logo and navigation links for Home, Portfolio, Add to Favorites, and Logout. A 'New Window' button is also present. The main section is titled 'Asset Reclassifications' and contains two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a text input field for 'Run Control ID:' with the value 'RUN_AMAS2400'. Below this field is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system clock indicating 4:02 PM on 6/16.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page within the PeopleSoft Asset Reclassifications application. The browser window is titled 'Asset Reclassifications - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.frisan.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS.RUN_AMAS2400.GBL. The page features the PeopleSoft logo and navigation links for Home, Portfolio, Add to Favorites, and Logout. A 'New Window' button and a 'Customize Page' link are also present. The main section is titled 'Parameters' and contains several input fields and buttons. The 'Run Control ID:' field is set to 'RUN_AMAS2400'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Language:' dropdown is set to 'English'. Below these are sections for 'Report Request Options' and 'Report Request Parameters'. The 'Report Request Options' section includes fields for 'Report By:' (DEPTID), 'Title Override:', 'Template ID:' (CATEGORY), and 'Amount Length:'. The 'Report Request Parameters' section includes fields for 'Unit:' (01180), 'Book Name:' (ASSETS), 'Category:' (VEHD), 'Fund Code:', 'Department:', 'Program Code:', 'Class Field:', and 'Project:'. There are also sections for 'Fiscal Year Period Range' and 'Data Range'. The 'Type of Report' section has radio buttons for 'Detail' and 'Summary'. The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system clock indicating 4:02 PM on 6/16.

Process Scheduler Request Page

Asset Reclassifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb.frisan.state.vt.us/psp/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS_RUN_AMAS2400.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

[New Window](#) | [Customize Page](#) |

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMAS2400

Server Name: PSLR01 Run Date: 01/31/2007
Recurrence: Run Time: 4:02:25PM [Reset to Current DateTime](#)
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Asset Reclassifications by Cha	AMAS2400	SGR Report	Web	PDF	Distribution

[OK](#) [Cancel](#) [Rebuild](#)

Process Monitor Page

Asset Reclassifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb.frisan.state.vt.us/psp/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS_RUN_AMAS2400.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

[New Window](#) | [Customize Page](#) | [Saved](#)

Process List

[Server List](#)

[New Process Request Form](#)

User ID: JHARRIS Type: Last: 5 Minutes
Server: Name: Instance: to
Run Distribution Status: ☒ Save On Refresh

Process List

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

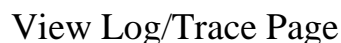
Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494294	SGR Report	AMAS2400	JHARRIS	01/31/2007 4:02:25PM EST	Success	Posted	Details

[Go back to Asset Reclassifications](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

Process Instance: 2494294



Example of Report Output

http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6666/amas2400_2494394.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6666/amas2400_2494394.PDF

150% Save as Copy Print Email Search Select Text It's easier with Reader 7.0

Report ID: 2494394
Bus. Unit: 01190 -- Buildings & Gen Serv-Prop
Book: ASSETS -- Asset Book
Dept: 1160159200 -- Fleet Mgt Div-Demand Driven
From Year 2005 Period 10 Thru Year 2005 Period 10

peoplesoft AM
ASSET RECLASSIFICATION DETAIL BY CHARTFIELD

Fund	Proj	Class	Project	Categ	Reg	Dep	Sta	Life	Qty	Cost Balance	YTD Depr	LTG
Trans	Asset	SS	Description	Type								
16200				VEND								
16	239399		2005 FORD FOCUS		01/15/2005			60	1	14,311.00	826.91	
Total for Categ										14,311.00	826.91	
Total for Project										14,311.00	826.91	
Total for Class										14,311.00	826.91	
Total for Proj										14,311.00	826.91	
Total for Fund										14,311.00	826.91	
Total for Dept										14,311.00	826.91	
Total for Book ID										14,311.00	826.91	
Total for Report										14,311.00	826.91	

11 x 8.5 in 1 of 1

Done Internet

start Snagit/32 Inbox Asset Asset Asset TS_AM http:// 4:04 PM

VISION FINANCIALS

Asset Transfers by Chartfield (AMAS2300)

Report Information

Purpose of the Report

This report lists asset transfers transactions ordered by chartfield.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Cost and Depreciation > Asset Transfers

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2300)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Template ID	Select Category	This field may be hidden. If it is click on the triangle next to Report Print Options. Also if Category does not exist create it by clicking on Update/Add Template, name it, click add template, then ok.
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. The report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2300 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Asset Transfers application. The browser window is titled 'Asset Transfers - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.finance.state.vt.us/pq/PMDEV/EMPLOYEE/ERP/c/PWAWGE_ASSETS.RUN_AMAS2300.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Assets, Favorites, and Search. Below the header, there are tabs for 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is active, and the 'Run Control ID' field contains the value 'RUN_AMAS2300'. An 'Add' button is located below the field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The taskbar at the bottom shows the Windows Start button and several open applications, including 'Asset Tr...', 'Asset Tr...', 'Asset Tr...', 'TS_AM 30...', and 'Internet'. The system clock shows the time as 2:28 PM.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Asset Transfers application. The browser window is titled 'Asset Transfers - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.finance.state.vt.us/pq/PMDEV/EMPLOYEE/ERP/c/PWAWGE_ASSETS.RUN_AMAS2300.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Assets, Favorites, and Search. Below the header, there are tabs for 'Parameters', 'Report Manager', 'Process Monitor', and 'Run'. The 'Parameters' tab is active. The 'Run Control ID' field contains the value 'RUN_AMAS2300'. The 'Language' dropdown is set to 'English'. The 'Report Request Parameters' section contains several input fields: 'Report By' (dropdown), 'Title Override' (text), 'Template ID' (dropdown), 'Amount Length' (text), 'Unit' (text), 'Book Name' (text), 'Category' (text), 'Fund Code' (text), 'Department' (text), 'Program Code' (text), 'Class Field' (text), 'Project' (text), 'From Fiscal Year' (text), 'Period' (text), 'Thru Fiscal Year' (text), 'Period' (text), 'Date Range' (text), 'From' (text), 'Thru' (text), and 'Type of Report' (radio buttons). The 'Run' button is located at the bottom right of the page. The taskbar at the bottom shows the Windows Start button and several open applications, including 'Asset Tr...', 'Asset Tr...', 'Asset Tr...', 'TS_AM 30...', and 'Internet'. The system clock shows the time as 2:29 PM.

Process Scheduler Request Page

Asset Transfers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS.RUN_AMAS2300.GBL

PeopleSoft®

Home | Logout | Add to Favorites | Sign Out

New Window | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMAS2300

Server Name: PS1001 Run Date: 01/31/2007
Recurrence: Run Time: 3:38:03PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Asset Transfers by Chartfield	AMAS2300	SGR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Asset Transfers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS.RUN_AMAS2300.GBL

PeopleSoft®

Home | Logout | Add to Favorites | Sign Out

New Window | Customize Page |

Process List

[Server List](#)

New Process Request To:

User ID: JHARRIS Type: Last: 15 Minutes
Server: Name: Instance: to
Run: Distribution Status: ☒ Save On Refresh

Process List

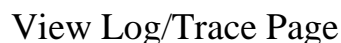
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494291		SGR Report	AMAS2300	JHARRIS	01/31/2007 3:38:03PM EST	Success	Posted	Details

[Go back to Asset Transfers](#)

Save Notify

Process List | [Server List](#)

Process Instance: 2494291



Example of Report Output

Report ID: 2nd42230
 Bus. Unit: 01135 -- Information & Innovation
 Book: ASSETS -- Asset Book
 Dept: 110509109 -- CIT-Telecommunications
 From Year 2005 Period 4 Thru Year 2005 Period 8

peoplesoft AM
 ASSET TRANSFER DETAILS BY CHARTFIELD

Fund	Proj	Class	Project	CategTrans	Asset ID	Description	Type	Beg	Dep	Dte	Life	Qty	Cost	Balance	LT	
58100				VE300	Out	80500909217	1999 Ford Taurus	06/18/1999			24	-1	-18,340.00			
Total for Categ														VE300	-18,340.00	
Total for Project															-18,340.00	
Total for Class															-18,340.00	
Total for Proj															-18,340.00	
Total for Fund														58100	-18,340.00	
Total for Dept														110509109	-18,340.00	
Total for Book ID														ASSETS	-18,340.00	
Total for Report															-18,340.00	

11 x 8.5 in 1 of 1

VISION FINANCIALS

Assets by Asset ID (AMAS2210)

Report Information

Purpose of the Report

This report sorts assets by asset ID.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Asset Details > by Location

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2210)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Location	Enter desired location	Click on magnifying glass to lookup value; leave blank to select all
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Choose “Asset List by Asset ID”	It’s Process Name is AMAS2210
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2210 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a Microsoft Internet Explorer browser. The address bar displays the URL: http://prodweb.finnson.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS.RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links for Home, Worklist, Add to Favorites, and Logout. A 'New Window' button is also present. The main content area is titled 'Assets by Location' and features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the value 'RUN_AMAS2210'. An 'Add' button is located below the input field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows the start button, several open applications, and the system clock indicating 2:00 PM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a Microsoft Internet Explorer browser. The address bar displays the URL: http://prodweb.finnson.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS.RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links for Home, Worklist, Add to Favorites, and Logout. A 'New Window' button and a 'Customize Page' link are also present. The main content area is titled 'Parameters' and features a 'Run Control ID:' field with the value 'RUN_AMAS2210'. To the right of this field are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' field, there is a 'Language:' dropdown menu set to 'English' and a 'Process Instance' field with the value '2494389'. The 'Report Request Parameters' section contains several input fields: 'Unit:' (07110), 'Location:', 'Book Name:' (ASSETS), 'Category:' (COMPO), 'Fund Code:', 'Department:', 'Program Code:', 'Class Field:', and 'Project:'. There are also 'Fiscal Year Period Range' fields for 'From Fiscal Year:' (2005), 'Period:' (1), 'Thru Fiscal Year:' (2005), and 'Period:' (12). Below these are 'Data Range' fields for 'From:' and 'Thru:'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The browser's taskbar at the bottom shows the start button, several open applications, and the system clock indicating 2:00 PM.

Process Monitor Page

[illegible]

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page. The browser window title is "By Location - Microsoft Internet Explorer". The address bar shows the URL: http://fndevweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Assets Favorites, and Sign Off. There are also links for "New Window" and "Customize Page".

Process Detail

Process

Instance:	2484388	Type:	SGR Report
Name:	AMAS2210	Description:	Asset List by Asset ID
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: RUN_AMAS2210

Location: Server

Server: PSUR01

Recurrence:

Actions

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Job Info

Request Created On:	01/31/2007 3:10:43PM EST	Parameters	Transfer
Run Anytime After:	01/31/2007 3:10:21PM EST	Message Log	
Begin Process At:	01/31/2007 3:10:49PM EST	Batch Timings	
Ended Process At:	01/31/2007 3:10:55PM EST	View Log/Trace	

OK Cancel

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page. The browser window title is "By Location - Microsoft Internet Explorer". The address bar shows the URL: http://fndevweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Assets Favorites, and Sign Off. There are also links for "New Window" and "Customize Page".

View Log/Trace

Report

Report ID:	6661	Process Instance:	2484388	Message Log
Name:	AMAS2210	Process Type:	SGR Report	
Run Status:	Success			

Asset List by Asset ID

Distribution Status

Distribution Method: FPMRWEST Expiration Date: 10/31/2009

File List

Name	File Size (bytes)	Outtime Created
Message Log	1,593	01/31/2007 3:10:55:000000PM EST
amas2210_2484388.PDF	4,229	01/31/2007 3:10:55:000000PM EST
Trace File	186	01/31/2007 3:10:55:000000PM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/fmdev/6661/amas2210_2494389.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finman.state.vt.us/psreports/fmdev/6661/amas2210_2494389.PDF

Report ID: AMAS2210
Bus. Unit: 0110 -- Housing & Comm Affairs
Book: ASSETS -- Asset Book
From Year 2005 Period 1 Thru Year 2005 Period 13

peoplesoft AM
ASSET LIST BY ASSET ID

ID	Description	Parent ID	Tag Number	C&P Number	Acq Date	Cost Balance	YTD Depr	
000000000182	COMPAQ DESKTOP SP (E		ACCD-8000151		08/21/2002	189.94	0.00	100
000000000182	THINKPAD R40		ACCD-8000185		08/28/2004	1,591.50	1,591.50	1,591
000000000183	HP 1940 W2210 PDA		ACCD-8000174		07/31/2002	368.96	368.96	368
000000000184	HP 1940 W2210 PDA		ACCD-8000175		07/31/2002	368.96	368.96	368
000000000185	HP 1940 W2210 PDA		ACCD-8000176		07/31/2002	368.96	368.96	368
000000000186	OLYMPUS BLADE SERVE		ACCD-8000174		04/05/2004	2,840.00	2,840.00	2,840
000000000197	ENTISION 6452 16" MO		ACCD-8000183		10/01/2003	199.98	199.98	199
000000000198	HP COMPAQ D330 MINI		ACCD-8000185		02/17/2004	863.00	863.00	863
000000000199	HP DIGITAL PROJECTOR		ACCD-8000182		07/29/2004	1,903.00	1,903.00	1,903
000000000190	EPSON 2200 INKJET PR		ACCD-8000184		04/02/2004	622.58	622.58	622
000000000191	COMPAQ DESKTOP SP (E		ACCD-8000190		05/21/2003	100.00	100.00	100
000000000192	COMPAQ DESKTOP SP (E		ACCD-8000173		05/21/2003	100.00	100.00	100
000000000193	COMPAQ DESKTOP SP (E		ACCD-8000172		05/21/2003	100.00	100.00	100
000000000194	COMPAQ DESKTOP SP (E		ACCD-8000170		05/21/2003	100.00	100.00	100
000000000195	COMPAQ DESKTOP SP (E		ACCD-8000178		05/21/2003	100.00	100.00	100
000000000196	COMPAQ DESKTOP SP (E		ACCD-8000184		05/21/2003	100.00	100.00	100
000000000197	COMPAQ DESKTOP SP (E		ACCD-8000187		05/21/2003	100.00	100.00	100
000000000198	COMPAQ DESKTOP SP (E		ACCD-8000188		05/21/2003	100.00	100.00	100

11 x 8.5 in

1 of 1

Done Internet

start Snagit... Inbox... By Loc... Assets... Asset... BLN A... http://... 3:12 PM

VISION FINANCIALS

Assets by Location (AMAS2200)

Report Information

Purpose of the Report

This report lists information on assets by location. This report may be useful for the annual asset inventory.

Type of Report

SQR

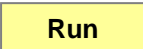
Navigation (Path) to the Report


Asset Management > Financial Reports > Asset Details > by Location

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2200)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Location	Enter desired location	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Choose “Asset List by Location”	It’s Process Name is AMAS2200
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2200 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a Microsoft Internet Explorer browser. The address bar displays the URL: http://prodweb.friman.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PMANAGE_ASSETS.RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links for Home, Portfolio, Add to Favorites, and Sign Out. A 'New Window' link is also present. The main content area is titled 'Assets by Location' and features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field containing 'Run Control ID: Run_AMAS2200' and an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's taskbar at the bottom shows various open applications and the system clock indicating 2:42 PM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a Microsoft Internet Explorer browser. The address bar displays the URL: http://prodweb.friman.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PMANAGE_ASSETS.RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links for Home, Portfolio, Add to Favorites, and Sign Out. A 'New Window' link and a 'Customize Page' link are also present. The main content area is titled 'Parameters' and features a 'Run Control ID: Run_AMAS2200' field. Below this, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Language' is set to 'English'. The 'Report Request Parameters' section includes several input fields: 'Unit' (05100), 'Location' (ABER6520RC), 'Book Name' (ASSETS), 'Category' (COMPD), 'Fund Code', 'Department', 'Program Code', 'Class Field', and 'Project'. There are also fields for 'From Fiscal Year' (2005), 'Period' (1), 'Thru Fiscal Year' (2005), and 'Period' (12). A 'Date Range' section includes 'From' and 'Thru' date pickers. At the bottom, there is a 'Type of Report' section with radio buttons for 'Detail' (selected) and 'Summary'. The page also includes 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons. The browser's taskbar at the bottom shows various open applications and the system clock indicating 2:43 PM.

Process Scheduler Request Page

By Location - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisson.state.vt.us/psp/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS_RUN_AMAS2200.GBL

PeopleSoft.

Home | Request | Add to Favorites | Sign Out

New Window | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMAS2200

Server Name: PS1R01 Run Date: 01/26/2007
Recurrence: Run Time: 3:44:12PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Asset List by Location	AMAS2200	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Asset List by Asset Id	AMAS2210	SGR Report	Web	PDF	Distribution
<input type="checkbox"/>	Inventory Rpt (Detail Version)	AMDE4001	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Inventory Rpt (Short Version)	AMDE4002	Crystal	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

By Location - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisson.state.vt.us/psp/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS_RUN_AMAS2200.GBL

PeopleSoft.

Home | Request | Add to Favorites | Sign Out

New Window | Customize Page |

Process List

[Server List](#)

New Process Request To:

User ID: JHARRIS Type: Last: 5 Minutes
Server: Name: Instance: to
Run: Distribution: Status: ☒ Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494326		SGR Report	AMAS2200	JHARRIS	01/26/2007 3:44:12PM EST	Success	Pending	Details

[Go back to Assets by Location](#)

Save Notify

Process List | [Server List](#)

Process Instance: 2494326

Process Detail Page

The screenshot shows the PeopleSoft Process Detail page. The browser window title is "By Location - Microsoft Internet Explorer". The address bar shows the URL: http://fndevweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Assets Favorites, and Sign Off. There are also links for New Window and Customize Page.

Process Detail

Process

Instance:	2484328	Type:	SGR Report
Name:	AMAS2200	Description:	Asset List by Location
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: Run_AMAS2200

Location: Server

Server: PBLR01

Recurrence:

Actions

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Job/Time

Request Created On:	01/26/2007 3:44:35PM EST	Parameters	Transfer
Run Anytime After:	01/26/2007 3:44:12PM EST	Message Log	
Begin Process At:	01/26/2007 3:44:41PM EST	Batch Timings	
Ended Process At:	01/26/2007 3:44:43PM EST	View Log/Trace	

OK Cancel

View Log/Trace Page

The screenshot shows the PeopleSoft View Log/Trace page. The browser window title is "By Location - Microsoft Internet Explorer". The address bar shows the URL: http://fndevweb.frisson.state.vt.us/ps/pfmdev/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMAS2200.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Reporting, Assets Favorites, and Sign Off. There are also links for New Window and Customize Page.

View Log/Trace

Report

Report ID:	6611	Process Instance:	2484328	Message Log
Name:	AMAS2200	Process Type:	SGR Report	
Run Status:	Success			

Asset List by Location

Distribution Details

Distribution Node:	FPMRDWEB1	Expiration Date:	10/31/2008
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File List

Name	File Size (bytes)	Outtime Created
Message Log	1,593	01/26/2007 3:44:43:000000PM EST
amas2200_2484328.PDF	3,982	01/26/2007 3:44:43:000000PM EST
Trace File	182	01/26/2007 3:44:43:000000PM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Process Instance: 2484328

Example of Report Output

Report ID: 2494326
Bus. Unit: 5180 -- Education
Location: 48061280 -- 452 Orange Road
From Year 2005 Period 1 To Year 2005 Period 12

Asset List by Location

ID	Long Description	Alt	ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By
000000000001	E-4260	D		ED0001		10/22/1998		
000000000008	E-4260	D		ED0008		08/01/2000		
000000000009	E-4260	D		ED0009		11/04/1999		
000000000104	2010 5180	D		ED0104		06/06/1999		
000000000128	E-4260	D		ED0128		06/21/1999		
000000000138	E-4260	D		ED0138		06/02/1999		
000000000227	Thinkpad 265	D		ED0227		07/01/1999		
000000000309	20708	D		ED0309		12/16/1997		
000000000341	20708	D		ED0341		12/11/1998		
000000000365	VIVITRON 15	D		ED0365		07/06/1999		

VISION FINANCIALS

Cost Activity (AMAS2000)

Report Information

Purpose of the Report

This report lists sorts cost activity by chartfield, by category or by account.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Cost and Depreciation > Cost Activity Report

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMAS2000)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Report By	Select Asset Category	These fields may be hidden, if so click on the triangle next to “Report Print Options” to unhide them.
Template ID	Select Category	
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Account	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMAS2000 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS.RUN_AMAS2000.GBL`. The page header includes the PeopleSoft logo and navigation links for Home, Worklist, Add to Favorites, and Logout. A 'New Window' button is also present. The main content area is titled 'Cost Activity' and features two tabs: 'End an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a text input field for 'Run Control ID:' containing the value 'RUN_AMAS2000'. Below this field is a yellow 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Snap2/32', 'Picos - P...', 'Asset Loc...', 'Cost Acti...', 'Asset Man...', and 'TS_APP_29...', with the system clock indicating 12:17 PM.

Report Request Parameters Page

This screenshot displays the 'Report Request Parameters' page in a Microsoft Internet Explorer browser. The browser's address bar shows the same URL as the previous page: `http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS.RUN_AMAS2000.GBL`. The page header is consistent with the previous screenshot. The main content area is titled 'Parameters' and includes a 'Run Control ID:' field with the value 'RUN_AMAS2000'. To the right of this field are links for 'Report Manager', 'Process Manager', and a yellow 'Run' button. Below these links is a 'Language:' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several input fields and options: 'Report By:' is set to 'Asset Category', 'Template ID:' is 'CATEGORY', and 'Amount Length:' is empty. The 'Report Request Parameters' section is expanded, showing fields for 'Unit:' (01110), 'Book Name:' (ASSETS), 'Category:' (COMPO), 'Account:', 'Fund Code:', 'Department:', 'Program Code:', 'Class Field:', and 'Project:'. There are also 'Fiscal Year Period Range' and 'Date Range' sections, each with 'From' and 'Thru' fields and 'Period' dropdowns. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The Windows taskbar at the bottom shows the 'start' button and the same set of open applications as the previous screenshot, with the system clock indicating 12:21 PM.

Process Scheduler Request Page

Cost Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb.frisan.state.vt.us/ps2/PMDEV/EMPLOYEE/ERP/c/PMAWGE_ASSETS.RUN_AMAS2000.GBL

PeopleSoft.

Home | Request | Add to Favorites | Sign Out

[New Window](#) | [Customize Page](#) |

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMAS2000

Server Name: PS1001 Run Date: 01/26/2007
Recurrence: Run Time: 12:22:12PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Cost Activity Detail Report	AMAS2000	SGR Report	Web	PDF	Distribution

[OK](#) [Cancel](#) [Rebuild](#)

Process Monitor Page

Cost Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb.frisan.state.vt.us/ps2/PMDEV/EMPLOYEE/ERP/c/PMAWGE_ASSETS.RUN_AMAS2000.GBL

PeopleSoft.

Home | Request | Add to Favorites | Sign Out

[New Window](#) | [Customize Page](#) | [Saved](#)

Process List

[Server List](#)

[New Process Request Form](#)

User ID: JHARRIS Type: Last: 1 Minutes
Server: Name: Instance: to
Run: Distribution Status: ☒ Save On Refresh

Process List

[Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Log](#) | [Last](#)

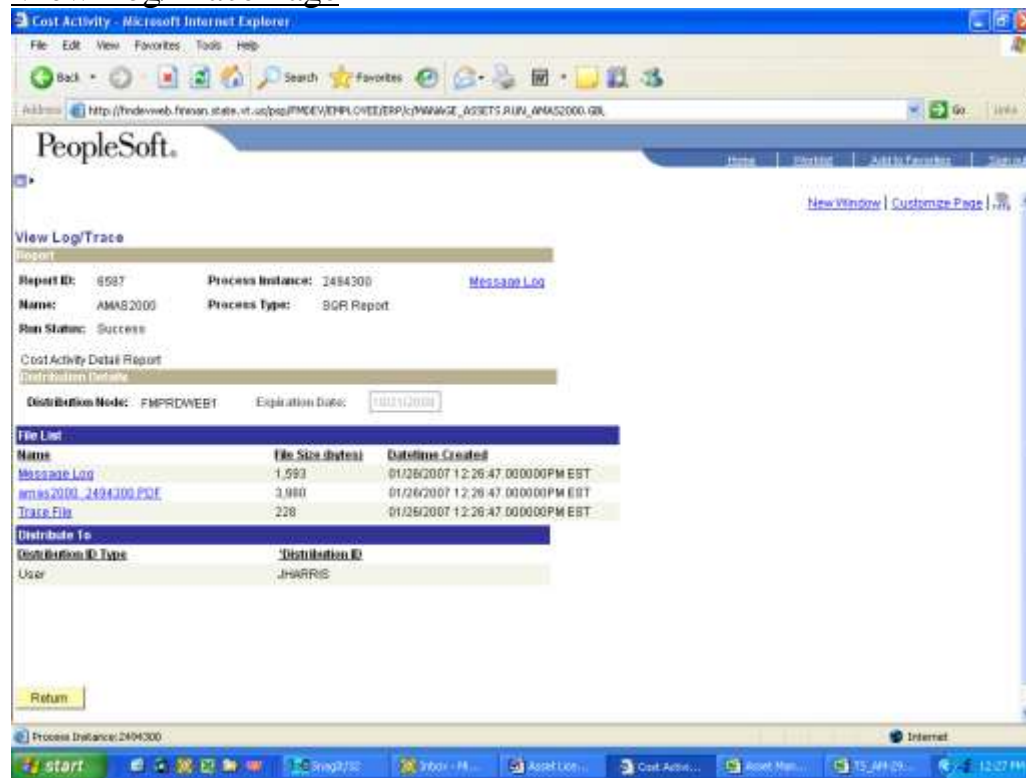
Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494300	SGR Report	AMAS2000	JHARRIS	01/26/2007 12:26:34PM EST	Success	Posted	Details

[Go back to Cost Activity](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Process Instance: 2494300



Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/fmdev/6587/amas2000_2494300.PDF - Microsoft Internet Explorer

Address http://fmdevweb.finman.state.vt.us/psreports/fmdev/6587/amas2000_2494300.PDF

Report ID: 2nd2010
Bus. Unit: 0110 -- Finance & Management
Book: ASSETS -- Asset Book
Catg: 0000 -- Computer Equipment - Dept
From Year 2005 Period: 1 Thru Year 2005 Period: 1
Fund Dept: Projr Class Project
Asset ID Description Type

Beginning Cost Additions
Adjustments

1110002010			5,800.00	0.00
0000000010	Hewlett Packer Laser			0.00
1110002010			150,800.00	0.00
0000000010	EP056 Disk Array			0.00
Total for Project			155,600.00	0.00
Total for Class			155,600.00	0.00
Total for Progr			155,600.00	0.00
Total for Dept	1110002010		155,600.00	0.00
Total for Fund			155,600.00	0.00
10000 1110000000			22,442.00	0.00
0000000010	Proliant 1000			0.00

11 x 8.5 in 1 of 2

Done Internet

start Snagit/32 Inbox Asset L... Cost Ac... Asset ... TS_AM... http://f... 12:32 PM

VISION FINANCIALS

Depreciation Activity (AMDP2000)

Report Information

Purpose of the Report

This report sorts cost activity by chartfield, category or account.

Type of Report

SQR

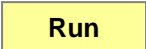
Navigation (Path) to the Report


Asset Management > Financial Reports > Cost and Depreciation > Depreciation Activity

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMDP2000)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Report By	Choose desired method to report by	This field may be hidden. If it is click on the triangle next to Report Print Options.
Template ID	Select a template ID	Also if a template does not exist create it by clicking on Update/Add Template, name it, click add template, then ok.
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range	Enter Fiscal Year/Period to be reported	
Type of Report	Select Detail or Summary	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMDP2000 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Depreciation Activity application. The browser window is titled 'Depreciation Activity - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.finnan.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS_RUN_ANDP2000.GBL. The page has a blue header with the PeopleSoft logo and navigation links: Home, Worklist, Add to Favorites, and Logout. Below the header, there are tabs for 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. A text input field labeled 'Run Control ID:' contains the value 'RUN_ANDP2000'. Below this field is a yellow 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the start button and several open applications, including 'Depreciation Activity' and 'RUN ANDP2000'.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Depreciation Activity application. The browser window is titled 'Depreciation Activity - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb.finnan.state.vt.us/ps/p/PEDEV/EMPLOYEE/ERP/c/PANWGE_ASSETS_RUN_ANDP2000.GBL. The page has a blue header with the PeopleSoft logo and navigation links: Home, Worklist, Add to Favorites, and Logout. Below the header, there are tabs for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' tab is selected. The page contains several input fields and buttons. At the top, there is a 'Run Control ID:' field with the value 'RUN_ANDP2000'. Below this, there is a 'Language:' dropdown menu set to 'English'. The 'Report Print Options' section includes a 'Report By:' dropdown menu set to 'Account', a 'Template ID:' dropdown menu set to 'CATEGORY', and a 'Title Override:' text input field. The 'Report Request Parameters' section includes a 'Unit:' dropdown menu set to '02140', a 'Book Name:' dropdown menu set to 'Assets', a 'Category:' dropdown menu set to 'COMPO', a 'Fund Code:' dropdown menu, a 'Department:' dropdown menu set to '2140024200', a 'Program Code:' dropdown menu, a 'Class Field:' dropdown menu, and a 'Project:' dropdown menu. There is also a 'From Fiscal Year:' dropdown menu set to '2005', a 'Period:' dropdown menu set to '1', a 'Thru Fiscal Year:' dropdown menu set to '2005', and a 'Period:' dropdown menu set to '12'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update Display'.

Process Scheduler Request Page

Depreciation Activity - Microsoft Internet Explorer

Address: http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMDP2000.GBL

PeopleSoft.

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMDP2000

Server Name: PS1001 Run Date: 02/01/2007
Recurrence: Run Time: 9:18:37AM
Time Zone: [Search]

Reset to Current DateTime

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Depreciation Activity Detail	AMDP2000	SGR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Depreciation Activity - Microsoft Internet Explorer

Address: http://prodweb.frisan.state.vt.us/ps/PMDEV/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMDP2000.GBL

PeopleSoft.

Process List

Save Process Request To

User ID: JHARRIS Type: Last: 0 Minutes
Server: Name: Instance: to
Run Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494400		SGR Report	AMDP2000	JHARRIS	02/01/2007 9:18:37AM EST	Success	Posted	Details

Go back to Depreciation Activity

Save Notify

Process List | Server List

Process Instance: 2494400

View Log/Trace Page

Depreciation Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Stop Search Favorites

Address http://tdevweb.finnson.state.vt.us/psq/PMDEV/EMPL/VIEW/ERP/WWWGET_ASSETS.RUN/AMDP2000.GBL

PeopleSoft

Home Logout Add to Favorites Sign out

[New Window](#) [Customize Page](#)

View Log/Trace

Report

Report ID: 8672 Process Instance: 2494400 [Message Log](#)

Name: AMDP2000 Process Type: SGR Report

Run Status: Success

Depreciation Activity Detail

Distribution Detail

Distribution Mode: FMPDWEBT Expiration Date: 10/31/2008

File List

Name	File Size (bytes)	Dateline Created
Message Log	1,593	02/01/2007 9:17:10.000000AM EST
amdp2000_2494400.PDF	3,080	02/01/2007 9:17:10.000000AM EST
Trace File	237	02/01/2007 9:17:10.000000AM EST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Process Instance: 2494400

Internet

start Index - My... Depreciation... Asset Man... Depreciation... RUN/AMDP... 9:26 AM

Example of Report Output

http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6672/andp2000_2494400.PDF Microsoft Internet Explorer

Address http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6672/andp2000_2494400.PDF

Report ID: AMEP0000
Bus. Unit: 01100 -- Public Safety
Book: ASSETS -- Asset Book
Acct: 172801 -- Computer Equipment
From Year 2005 Period 1 Thru Year 2005 Period 12

peoplesoft AM
DEPRECIATION ACTIVITY DETAILS

Fund Dept	Proj	Class	Project	Categ	Reg Depr Additions	Prior Depr Transf
ASSET ID	Descrip	Type				
2140024200				COMPD	8,499.98	0.00
000000001162	GATEWAY ALR 8200			COMPD	0.00	0.00
2140024200				COMPD	5,000.01	0.00
000000001193	GATEWAY MONITOR 1770			COMPD	0.00	0.00
2140024200				COMPD	5,000.01	0.00
000000001194	GATEWAY V3900			COMPD	0.00	0.00
2140024200				COMPD	5,000.01	0.00
000000001228	HP LASER JET 2100			COMPD	0.00	0.00
2140024200				COMPD	6,900.01	0.00
000000001229	TECHONIX 150			COMPD	0.00	0.00
Total for Categ			COMPD		30,400.02	0.00
Total for Project					0.00	0.00
Total for Class					30,400.02	0.00
Total for Proje					0.00	0.00
					30,400.02	0.00
					0.00	0.00

11 x 8.5 in 1 of 1

Done Internet

start Snagit/32 Index... Deprec... Asset M... Deprec... RUN AM... http://f... 9:35 AM

VISION FINANCIALS

Depreciation by Fiscal Year (AMDP2300)

Report Information

Purpose of the Report

This report sorts assets by fiscal year depreciation at asset, category, project, department or book levels.

Type of Report

SQR


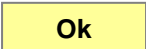
Navigation (Path) to the Report

Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Fiscal Year

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMDP2300)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
From Fiscal Year & Through Fiscal Year	Enter Fiscal Year	
Report by	Choose desired manner to report by	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Steps		see screenshot below
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMDP2300 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page in a PeopleSoft application. The browser window is titled 'Depreciation by Fiscal Year - Microsoft Internet Explorer'. The address bar shows the URL: http://fndevweb.frisson.state.vt.us/pqj/fmdev/EMPLOYEE/ERP/c/PWAWGE_ASSETS.RUN_AMDP2300.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Working, Add to Favorites, and Logout. A 'New Window' link is also present. The main content area is titled 'Depreciation by Fiscal Year' and contains two tabs: 'End an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:' with the value 'Run_AMDP2300'. An 'Add' button is located below the input field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system clock displaying 10:54 AM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page in a PeopleSoft application. The browser window is titled 'Depreciation by Fiscal Year - Microsoft Internet Explorer'. The address bar shows the URL: http://fndevweb.frisson.state.vt.us/pqj/fmdev/EMPLOYEE/ERP/c/PWAWGE_ASSETS.RUN_AMDP2300.GBL. The page header includes the PeopleSoft logo and navigation links: Home, Working, Add to Favorites, and Logout. A 'New Window' link and a 'Customize Page' link are also present. The main content area is titled 'Parameters' and contains a 'Run Control ID:' field with the value 'RUN_AMDP2300'. Below this, there is a 'Language:' dropdown menu set to 'English'. To the right of these fields are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below the buttons, there is a section titled 'Report Request Parameters' with a table of input fields. The table has two columns: 'From Fiscal Year' and 'To Fiscal Year'. The 'From Fiscal Year' column has a value of '2005' and the 'To Fiscal Year' column has a value of '2005'. The 'Report By:' field is set to 'Asset Identification'. The 'Category:' field is empty. The 'Fund Code:' field is empty. The 'Department:' field has a value of '5100710000'. The 'Program Code:' field is empty. The 'Class Field:' field is empty. The 'Project:' field is empty. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system clock displaying 11:10 AM.

Process Scheduler Request Page

Depreciation by Fiscal Year - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisan.state.vt.us/psp/PMDEV/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMDP2300.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

New Window | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: RUN_AMDP2300

Server Name: PSLR01 Run Date: 02/01/2007
Recurrence: Run Time: 11:18 56AM
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Depri by Year	AMDP2300	SGR Report	Web	PDF	Distribution

Process Monitor Page

Depreciation by Fiscal Year - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb.frisan.state.vt.us/psp/PMDEV/EMPLOYEE/ERP/c/PMAWGE_ASSETS_RUN_AMDP2300.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

New Window | Customize Page |

Process List

[Server List](#)

New Process Request To:

User ID: JHARRIS Type: Last: 5 Minutes
Server: Name: Instance: to
Run Distribution Status: ☒ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494460		SGR Report	AMDP2300	JHARRIS	02/01/2007 11:18 56AM EST	Success	Posted	Details

[Go back to Depreciation by Fiscal Year](#)

Process List | [Server List](#)

View Log/Trace Page

Depreciation by Fiscal Year - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://hrweb.fresno.state.ca.us/psp/PMCEV/EMPLC/EE/ERP/WWW/SET/ASSETS.RUN_AMDP2300.GBL Go

PeopleSoft®

Home Logout My Favorites

[New Window](#) [Customize Page](#)

View Log/Trace

Report

Report ID: 6660 **Process Instance:** 2454409 [Message Log](#)

Name: AMDP2300 **Process Type:** SQR Report

Run Status: Success

Dep by Year

Distribution Details

Distribution Mode: FMPSWEB1 **Expiration Date:** 10/31/2009

File List

Name	File Size (bytes)	Dateline Created
Message Log	1,593	02/01/2007 11:19:26.000000AM EST
amdp2300_2454409.PDF	6,181	02/01/2007 11:19:26.000000AM EST
Trace File	274	02/01/2007 11:19:26.000000AM EST

Distribute To

Distribution ID Type

User: JHARRIS

[Return](#)

Process Instance: 2454409

Internet

start

Depreciat... Asset Man... Depreciat... EXCEL 2003

Example of Report Output

http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6680/andp2300_2494409.PDF - Microsoft Internet Explorer

Address http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6680/andp2300_2494409.PDF

Report ID: AMDP2300
Bus. Unit: 01100 -- Education
Book: ASSETS -- Asset Book
Dept: 510818000 -- Assets
From Year 2005 Thru Year 2005

peoplesoft AM
DEPRECIATION BY FISCAL YEAR - ASSET DETAIL

Fund	Proj	Class	Project	Cat	Asset	Description	Cost Type
				COMPO	800800009658	CL190 J82V128	
	2005					2,578.14	
				COMPO	800800009659	CL190 J82V128	
	2005					2,084.58	
				COMPO	800800009660	CL190 J82V128	
	2005					2,381.28	
				COMPO	800800009803	COMPAQ MAL0520 TAPE DRIVE	
	2005					1,761.20	
				COMPO	800800009813	CL190 2558 J82V128	

11 x 8.5 in 1 of 4

Done Internet

start Snagit/32 Delete... Deprec... Asset... Deprec... BLN A... http://f... 11:20 AM

VISION FINANCIALS

Depreciation by Period (AMDP2200)

Report Information

Purpose of the Report

This report sorts assets by period depreciation at asset, category, department, book or project levels.

Type of Report

SQR


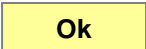
Navigation (Path) to the Report

Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Period

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMDP2200)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range OR Date Range	Enter Fiscal Year/Period/ or Date Range to be reported	Enter data in one or the other group of fields
Report by	Choose desired manner to report by	
Category	Enter desired value	Click on magnifying glass to lookup value
Fund Code	Enter desired value	Click on magnifying glass to lookup value
Department	Enter desired value	Click on magnifying glass to lookup value
Program Code	Enter desired value	Click on magnifying glass to lookup value
Class Field	Enter desired value	Click on magnifying glass to lookup value
Project	Enter desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Steps		see screenshot below
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> To view the processing status of the report. Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMDP2200 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows a web browser window titled "Depreciation by Period - Microsoft Internet Explorer". The address bar displays the URL: http://hrdevweb.frisson.state.vt.us/pag/PMDEV/EMPLOYEE/ERP/c/PMANAGE_ASSETS_RUN_AMDP2200.GBL. The PeopleSoft logo is at the top left. Below it, the page title "Depreciation by Period" is shown. There are two tabs: "End an Existing Value" (selected) and "Add a New Value". A text input field labeled "Run Control ID:" contains the value "Run_AMDP2200". Below this field is a yellow "Add" button. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The browser's taskbar at the bottom shows several open applications, including "Depreciat...", "Asset Man...", and "Run AMDP...".

Report Request Parameters Page

The screenshot shows a web browser window titled "Depreciation by Period - Microsoft Internet Explorer". The address bar displays the URL: http://hrdevweb.frisson.state.vt.us/pag/PMDEV/EMPLOYEE/ERP/c/PMANAGE_ASSETS_RUN_AMDP2200.GBL. The PeopleSoft logo is at the top left. Below it, the page title "Parameters" is shown. There are three tabs: "Report Manager" (selected), "Process Monitor", and "Run". A text input field labeled "Run Control ID:" contains the value "Run_AMDP2200". Below this field is a dropdown menu for "Language:" set to "English". To the right of these fields are buttons for "Report Manager", "Process Monitor", and "Run". Below the "Run" button is a section titled "Report Request Parameters". This section contains several input fields: "Unit:" (02140), "Book Name:" (ASSETS), "Report By:" (Asset Identification), "Category:" (VEHD), "Fund Code:" (2140012100), "Department:" (2140012100), "Program Code:" (), "Class Field:" (), "Project:" (), "From Fiscal Year:" (2005), "Period:" (1), "Thru Fiscal Year:" (2005), "Period:" (12), "Date Range:" (From: , Thru:), "Save", "Notify", "Refresh", "Add", and "Update/Display". The browser's taskbar at the bottom shows several open applications, including "Depreciat...", "Asset Man...", and "Run AMDP...".

Process Scheduler Request Page

Depreciation by Period - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://prodweb.finnan.state.vt.us/jsp/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS_RUN_ANDP2200.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

[New Window](#) | [Customize Page](#)

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_ANDP2200

Server Name: PSUSA Run Date: 02/01/2007
Reference: Run Time: 10:21:43AM [Reset to Current Date/Time](#)
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Depr by Period	ANDP2200	SGR Report	Web	PDF	Distribution

[OK](#) [Cancel](#) [Refresh](#)

Process Monitor Page

Depreciation by Period - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://prodweb.finnan.state.vt.us/jsp/PMDEV/EMPLOYEE/ERP/c/PMWAGE_ASSETS_RUN_ANDP2200.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

[New Window](#) | [Customize Page](#)

Process List

[Server List](#)

View Process Request For

User ID: JHARRIS Type: Last: 5 Minutes ☐
Server: Name: Instance: to
Run Distribution Status: ☒ Save On Refresh

Process List [Customize](#) | [Print](#) | [View All](#) | [First](#) | [1 of 4](#) | [Last](#)

Select	Instance Seq	Process Type	Process Name	User	Run Date-Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2494407	SGR Report	ANDP2200	JHARRIS	02/01/2007 10:21:43AM EST	Success	Posted	Details

[Go back to Depreciation by Period](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

Example of Report Output

http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6679/andp2200_2494407.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.finnan.state.vt.us/psreports/fmdev/6679/andp2200_2494407.PDF

Report ID: JMEP2280 DEPRECIATION BY PERIOD - ASSET ID DETAIL
 Stat. Unit: 02140 -- Public Safety
 Book: ASSETS -- Asset Book
 Dept: 2149011108 -- CFS-SP-BCI-Administration
 From Year 2005 Period 1 Thru Year 2005 Period 12

Plant	Proj	Class	Project	Cat	Asset ID	Description	Cost Type
21655				VEH	809800001609	2008 PONTIAC GRAND PRIX,	
						2006	
1						2007	2006
2						2007	
3						2007	
4						2007	
5						2007	
6						2007	
7						2007	
8						2007	
9						2007	
10						2007	
11						2007	
12						2007	
					3,815.33	0.00	0.00

11 x 8.5 in 1 of 3

Done Internet

start Snagit/32 Inbox Deprec... Asset... Deprec... RLn A... http://f... 10:23 AM

VISION FINANCIALS

Retirement Activity (AMRT2100)

Report Information

Purpose of the Report

This report lists retirement related information.

Type of Report

SQR



Navigation (Path) to the Report

Asset Management > Financial Reports > Retirement > Retirement Activity

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMRT2100)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book Name	Select desired Book	ASSETS is recommended
As of Date	Enter desired date to report thru	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Retirement Activity”	The process name is AMRT2100
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMRT2100 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Retirement Activity module. The browser window is titled 'Retirement Activity - Microsoft Internet Explorer'. The address bar shows the URL: http://fnpdweb1.finnan.state.vt.us/psp/FMTST/EMPLOYEE/ERP/MANAGE_ASSETS.RUN_AMRT2100.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM_. The PeopleSoft logo is at the top left. A menu on the left lists various options, including 'Retirement Activity'. The main content area has a title 'Retirement Activity' and two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a text field for 'Run Control ID:' with the value 'Run_AMRT2100'. To the right of this field is an 'Add' button. Below the text field, there are links for 'Find an Existing Value' and 'Add a New Value'. The bottom of the screen shows the Windows taskbar with the 'start' button and several open applications.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Retirement Activity module. The browser window is titled 'Retirement Activity - Microsoft Internet Explorer'. The address bar shows the URL: http://fnpdweb1.finnan.state.vt.us/psp/FMTST/EMPLOYEE/ERP/MANAGE_ASSETS.RUN_AMRT2100.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM_. The PeopleSoft logo is at the top left. A menu on the left lists various options, including 'Retirement Activity'. The main content area has a title 'Retirement Activity' and three tabs: 'Find an Existing Value', 'Add a New Value', and 'Report Manager'. Below the tabs, there is a text field for 'Run Control ID:' with the value 'Run_AMRT2100'. To the right of this field are links for 'Report Manager', 'Process Monitor', and 'Run'. Below the text field, there is a 'Language:' dropdown menu set to 'English'. Below the language dropdown, there is a section for 'Report Request Parameters' with three input fields: 'Unit:' with the value '03440', 'Book Name:' with the value 'ASSETS', and 'As of Date:' with the value '06/30/2005'. To the right of these fields are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The bottom of the screen shows the Windows taskbar with the 'start' button and several open applications.

Process Scheduler Request Page

Retirement Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb1.finnova.state.vt.us/ps/pmt/ST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMRT2100.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM... Go

PeopleSoft® Home | Logout | Add to Favorites | Sign Out

New Window | Help | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMRT2100

Server Name: PSUNX Run Date: 02/05/2007 IS
Recurrence: Run Time: 3:48:40PM Reset to Current Date/Time

Time Zone: [Search]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	French Retirement Activity	AMFR2100	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Retirement Activity	AMRT2100	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Done Internet

start [Taskbar icons] 3:48 PM

Process Monitor Page

Retirement Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://prodweb1.finnova.state.vt.us/ps/pmt/ST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMRT2100.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM... Go

PeopleSoft® Home | Logout | Add to Favorites | Sign Out

New Window | Help | Customize Page |

Process Monitor

Process List Server List

More Process Monitors for:

User ID: JHARRIS Type: Last: 5 Minutes Refresh

Server: Name: Instance: Save On Refresh

Run Status: Distribution Status

Process List

Select	Instance	Ses.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2488271		SQR Report	AMRT2100	JHARRIS	02/05/2007 3:48:40PM PST	Success	Pending	Details

Go back to Retirement Activity

Save Notify

Process List | Server List

Process Instance: 2488271

Done Internet

start [Taskbar icons] 3:47 PM

Process Detail Page

The screenshot shows the 'Process Detail' page for a Retirement Activity process. The page is displayed in a Microsoft Internet Explorer browser window. The PeopleSoft logo is at the top left. A menu on the left side lists various functions under 'Retirement Activity'. The main content area displays the following information:

Process	
Instance:	2488271
Type:	SQR Report
Name:	AMRT2100
Description:	Retirement Activity
Run Status:	Success
Distribution Status:	Posted

Below this, there are sections for 'Run' and 'Time'.

Run

Run Control ID:	Ruc_AMRT2100
Location:	Server
Server:	PSUNX
Recurrence:	

Time

Request Created On:	02/05/2007 3:48:55PM PST
Run Anytime After:	02/05/2007 3:48:40PM PST
Began Process At:	02/05/2007 3:47:04PM PST
Ended Process At:	02/05/2007 3:47:11PM PST

On the right side, there are buttons for 'Update Process', 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. At the bottom, there are buttons for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page for the same Retirement Activity process. The page is displayed in a Microsoft Internet Explorer browser window. The PeopleSoft logo is at the top left. A menu on the left side lists various functions under 'Retirement Activity'. The main content area displays the following information:

View Log/Trace	
Report ID:	2547
Process Instance:	2488271
Name:	AMRT2100
Process Type:	SQR Report
Run Status:	Success

Below this, there are sections for 'Retirement Activity' and 'Distribution Node'.

Retirement Activity

Distribution Node

Distribution Node:	FMPDRWEB1
Expiration Date:	11/31/2008

File List

Name	File Size (bytes)	Date/Time Created
Message Log	1,548	02/05/2007 3:47:11.000000PM PST
amc2100_2488271.PDF	38,722	02/05/2007 3:47:11.000000PM PST
Trace File	29	02/05/2007 3:47:11.000000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

At the bottom, there is a 'Return' button.

Example of Report Output

http://fnprdwweb1.finnan.state.vt.us/psreports/FMTST/2547/amt2100_2488271.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fnprdwweb1.finnan.state.vt.us/psreports/FMTST/2547/amt2100_2488271.PDF

150% Save as Copy Print Email Search Select Text Launch faster with Reader 7.0

Report ID: AMT2100
Bus. Unit: 03440 -- Children and Family Services
Book: AMT275 -- Asset Book
As of Date: 10-01-2005

PeopleSoft AM
RETIREMENT ACTIVITY

Asset ID	Description	Retirement Date	Conv	Depc Date	Retire	Q Ty	Amount	Proceeds	Removal Cost
000000000068	CISCO PIX 511E Fire W	05/15/2003	MM	05/15/2005	R O C	-1.000	5,154.00	0.00	0.00
000000000071	Compaq ProLiant 2560r	07/01/2004	MM	07/15/2004	R O C	-1.000	24,205.00	0.00	0.00
000000000072	Compaq ProLiant 850r	07/01/2004	MM	07/15/2004	R O C	-1.000	10,944.00	0.00	0.00
000000000073	Compaq ProLiant 2560r	07/01/2004	MM	07/15/2004	R O C	-1.000	18,565.00	0.00	0.00
000000000074	Compaq ProLiant 2560r	07/01/2004	MM	07/15/2004	R O C	-1.000	10,594.00	0.00	0.00
000000000075	Compaq ProLiant 1400	07/01/2004	MM	07/15/2004	R O C	-1.000	6,818.00	0.00	0.00
000000000076	Compaq ProLiant ML 35	07/01/2004	MM	07/15/2004	R O C	-1.000	7,454.00	0.00	0.00
000000000077	PIX FIREWALL	07/01/2004	MM	07/15/2004	R O C	-1.000	10,522.00	0.00	0.00
000000000078	IBM486/33 1280A 150	07/01/2004	MM	07/15/2004	R O C	-1.000	10,800.00	0.00	0.00
000000000079	Imaging external Zip 2	07/01/2004	MM	07/01/2004	R O C	-1.000	150.00	0.00	0.00
000000000080	HP Deskjet 970 cxi	07/01/2004	MM	07/01/2004	R O C	-1.000	265.00	0.00	0.00
000000000091	HP DESKJET 1120C	07/01/2004	MM	07/01/2004	R O C	-1.000	243.24	0.00	0.00
000000000092	PC	07/01/2004	MM	07/01/2004	R O C	-1.000	1,800.00	0.00	0.00
000000000093	PC	07/01/2004	MM	07/01/2004	R O C	-1.000	1,800.00	0.00	0.00
000000000094	PC	07/01/2004	MM	07/01/2004	R O C	-1.000	1,800.00	0.00	0.00
000000000095	PC	07/01/2004	MM	07/01/2004	R O C	-1.000	1,800.00	0.00	0.00
000000000096	PC	07/01/2004	MM	07/01/2004	R O C	-1.000	1,800.00	0.00	0.00
000000000097	COMPAQ ML 530 2.0 GHZ	07/01/2004	MM	07/15/2004	R O C	-1.000	5,800.00	0.00	0.00
000000000107	Dell Latitude D609 La	05/16/2005	MM	05/01/2005	R O C	-1.000	1,782.22	0.00	0.00

11x8.5in 1 of 5

Done Internet

start Snagit/32 Inboi - M... References... Asset Man... References... http://fnpr... 3:45 PM

VISION FINANCIALS

Retirement by Chartfield (AMRT2000)

Report Information

Purpose of the Report

This report sorts retirement information by chartfield.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Retirement > Retirement Information

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMRT2000)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book Name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range	Enter from and thru Fiscal Year and Period	Enter data in one group of boxes only
Date Range	Enter from and thru date	
Type of Report	Choose detail or summary	
Category	Choose desired value	Click on magnifying glass to lookup value
Fund Code	Choose desired value	Click on magnifying glass to lookup value
Department	Choose desired value	Click on magnifying glass to lookup value
Program Code	Choose desired value	Click on magnifying glass to lookup value
Class Field	Choose desired value	Click on magnifying glass to lookup value
Project	Choose desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Retirement Report by Chartfiel”	The process name is AMRT2000
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMRT2000 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

The screenshot shows the 'Run Control ID' page in the PeopleSoft Retirement Information module. The browser window is titled 'Retirement Information - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb1.finnan.state.vt.us/ps/pmtst/EMPLOYEE/ERP/MANAGE_ASSETS.RUN_AMRT2000.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various options, including 'Retirement Information'. The main content area is titled 'Retirement Information' and has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text field for 'Run Control ID:' containing the value 'Run_AMRT2000'. An 'Add' button is located below the text field. At the bottom of the page, there is a status bar with the text 'Done' and a taskbar with various application icons.

Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in the PeopleSoft Retirement Information module. The browser window is titled 'Retirement Information - Microsoft Internet Explorer'. The address bar shows the URL: http://prodweb1.finnan.state.vt.us/ps/pmtst/EMPLOYEE/ERP/MANAGE_ASSETS.RUN_AMRT2000.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various options, including 'Retirement Information'. The main content area is titled 'Retirement Information' and has three tabs: 'Run Control ID' (selected), 'Report Manager', and 'Process Monitor'. Below the tabs, there is a text field for 'Run Control ID:' containing the value 'Run_AMRT2000'. To the right of this field are links for 'Report Manager', 'Process Monitor', and 'Run'. Below the 'Run Control ID' field, there is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section contains several input fields: 'Unit' (01110), 'Book Name' (ASSETS), 'Category' (COMPD), 'Fund Code', 'Department', 'Program Code', 'Class Field', and 'Project'. There are also fields for 'From Fiscal Year' (2005), 'Period' (1), 'Thru Fiscal Year' (2006), and 'Period' (12). Below these fields, there is a 'Date Range' section with 'From' and 'Thru' date pickers. At the bottom of the page, there is a status bar with the text 'Done' and a taskbar with various application icons.

Process Scheduler Request Page

Retirement Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address http://prodweb1.finnan.state.vt.us/ps/PMST/EMPLOYEE/RR/CMANAGE_ASSETS.RUN_AMRT2000.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Search

New Window | Help | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMRT2000

Server Name: PSUNX Run Date: 02/05/2007 IS

Recurrence: Run Time: 2:40:30PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Retirement Report by Chartfield	AMRT2000	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Retirement Report by in Bank	AMRT2010	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Retirement Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print

Address http://prodweb1.finnan.state.vt.us/ps/PMST/EMPLOYEE/RR/CMANAGE_ASSETS.RUN_AMRT2000.GBL

PeopleSoft.

Home | Logout | Add to Favorites | Search

New Window | Help | Customize Page |

Process Monitor

Process List **Server List**

View Process Details for

User ID: JHARRIS Type: Last: 5 Minutes [Refresh](#)

Server: Name: Instance:

Run: Distribution:

Status: ☒ Save On Refresh

Process List

Select	Instance	Ses	Process Type	Process Name	User	Run Date/Time	Run Status	Order/Item Status	Details
<input type="checkbox"/>	2489248		SQR Report	AMRT2000	JHARRIS	02/05/2007 2:40:30PM PST	Success	Posted	Details

[Go back to Retirement Information](#)

[Save](#) [Notify](#)

Process List | **Server List**

Process Detail Page

The screenshot shows the 'Process Detail' page for the 'AMRT2000' process. The left sidebar contains a 'Menu' with various options like 'Asset Management', 'Financial Reports', and 'Retirement'. The main content area displays the following information:

- Process:**
 - Instance: 2488248
 - Type: SQR Report
 - Name: AMRT2000
 - Description: Retirement Report by Chartfield
 - Run Status: Success
 - Distribution Status: Posted
- Run Control ID:** Run_AMRT2000
- Location:** Server
- Server:** PSUNX
- Recurrence:** (empty)

Below this information, there are two sections: 'Time' and 'Actions'.

- Time:**
 - Request Created On: 02/05/2007 2:40:53PM PST
 - Run Anytime After: 02/05/2007 2:40:30PM PST
 - Began Process At: 02/05/2007 2:41:02PM PST
 - Ended Process At: 02/05/2007 2:41:06PM PST
- Actions:**
 - Hold Request
 - Queue Request
 - Cancel Request
 - Delete Request
 - Restart Request

At the bottom, there are links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'.

View Log/Trace Page

The screenshot shows the 'View Log/Trace' page for the 'AMRT2000' process. The left sidebar is the same as the previous page. The main content area displays the following information:

- View Log/Trace:**
 - Report ID: 2533
 - Process Instance: 2488248
 - Name: AMRT2000
 - Process Type: SQR Report
 - Run Status: Success
- Retirement Report by Chartfield**
- Distribution Node:** FMPDWEB1
- Expiration Date:** 11/31/2009

Below this information, there is a 'File List' table:

Name	File Size (bytes)	Date/Time Created
Message Log	1,548	02/05/2007 2:41:06.000000PM PST
amr2000_2488248.PDF	2,654	02/05/2007 2:41:06.000000PM PST
Trace File	192	02/05/2007 2:41:06.000000PM PST

Below the table, there is a 'Distribute To' section:

- Distribution ID:** User
- Distribution ID:** JHARRIS

At the bottom, there is a 'Return' button.

Example of Report Output

http://fmrpdweb1.finan.state.vt.us/psreports/PMTST/2533/amrt2000_2480248.PDF Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://fmrpdweb1.finan.state.vt.us/psreports/PMTST/2533/amrt2000_2480248.PDF Go

150% Save & Copy Print Email Search Select Text

Share photos Use a print

Report ID: 24802480
Bus. Unit: 1110 -- Finance & Management
Book: ASSETS -- Asset Book
Dept: 111000000 -- Dept of Finance and Management
Fisc Year 2005 Period 1 Fisc Year 2005 Period 12

PeopleSoft AM
RETIREMENT DETAIL BY CHARITYFIELD

Fund	Progr	Class	Project	Cat	Asset ID	Description	Type	Cost Balance	Accum Depr	Proceeds		
18000				COMM	00000000111	Proflant 1600		12,442.00	12,442.00	0.00		
Total for:								Category	COMM	12,442.00	12,442.00	0.00
								Project		12,442.00	12,442.00	0.00
								Class		12,442.00	12,442.00	0.00
								Progr	10000	12,442.00	12,442.00	0.00
								Fund		12,442.00	12,442.00	0.00
								Dept	111000000	12,442.00	12,442.00	0.00

11 x 9.5 in 1 of 1

Done Internet

start Snagit92 Inbox... Retire... About... Firefox... TS_AM... http://... 2:42 PM

VISION FINANCIALS

Retirement by In Service Date (AMRT2010)

Report Information

Purpose of the Report

This report sorts retirement information with totals per in service year/period.

Type of Report

SQR


Navigation (Path) to the Report


Asset Management > Financial Reports > Retirement > Retirement Information

Report Execution Procedure

Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run_AMRT2010)

Report Steps		see screenshot below
In This Field/ Link	Action	Notes
Unit	Select desired Unit	Click on magnifying glass to lookup value
Book Name	Select desired Book	ASSETS is recommended
Fiscal Year/Period Range	Enter from and thru Fiscal Year and Period	Enter data in one group of boxes only
Date Range	Enter from and thru date	
Type of Report	Choose detail or summary	
Category	Choose desired value	Click on magnifying glass to lookup value
Fund Code	Choose desired value	Click on magnifying glass to lookup value
Department	Choose desired value	Click on magnifying glass to lookup value
Program Code	Choose desired value	Click on magnifying glass to lookup value
Class Field	Choose desired value	Click on magnifying glass to lookup value
Project	Choose desired value	Click on magnifying glass to lookup value
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Retirement Report by In Servic”	The process name is AMRT2010
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.

Report Steps		see screenshot below
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	<ul style="list-style-type: none"> • To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
AMRT2010 #####.PDF	Click this link for the PDF file	This opens the report.

Run Control ID Page

This screenshot shows the 'Run Control ID' page within the PeopleSoft Retirement Information module. The browser window is titled 'Retirement Information - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://prodweb1.finnova.state.vt.us/'. The left-hand menu is expanded to 'Retirement Information'. The main content area has a tabbed interface with 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is active, showing a text input field for 'Run Control ID:' containing 'Run_AMRT2010'. Below this is an 'Add' button. At the bottom of the page, there is a taskbar with various application icons and a system clock showing 3:01 PM.

Report Request Parameters Page

This screenshot shows the 'Report Request Parameters' page within the PeopleSoft Retirement Information module. The browser window is titled 'Retirement Information - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://prodweb1.finnova.state.vt.us/'. The left-hand menu is expanded to 'Retirement Information'. The main content area has a tabbed interface with 'Run Control ID', 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Manager' tab is active, showing a form for defining report parameters. The form includes fields for 'Unit:' (06120), 'Book Name:' (ASSETS), 'Category:' (VEHD), 'Fund Code:', 'Department:', 'Program Code:', 'Class Field:', and 'Project:'. There are also sections for 'Fiscal Year Period Range' (From: 07012004, To: 06302005) and 'Data Range' (From: 07012004, To: 06302005). At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Process Scheduler Request Page

Retirement Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb1.finnova.state.vt.us/ps/pmt/ST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMRT2000.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM...

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

New Window | Help | Customize Page |

Process Scheduler Request

User ID: JHARRIS Run Control ID: Run_AMRT2010

Server Name: PSUNX Run Date: 02/05/2007 IS
Recurrence: Run Time: 3:09:06PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Retirement Report by Chartfield	AMRT2000	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Retirement Report by in Bank	AMRT2010	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

Process Monitor Page

Retirement Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://prodweb1.finnova.state.vt.us/ps/pmt/ST/EMPLOYEE/ERP/CMANAGE_ASSETS.RUN_AMRT2000.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM...

PeopleSoft.

Home | Logout | Add to Favorites | Sign Out

New Window | Help | Customize Page |

Process Monitor

Process List Server List

More Process Information

User ID: JHARRIS Type: Last: 5 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Ses.	Process Type	Execck Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2488267		SQR Report	AMRT2010	JHARRIS	02/05/2007 3:09:06PM PST	Success	Pended	Details

Go back to Retirement Information

Save Notify

Process List | Server List

Process Instance: 2488267

Process Detail Page

Refirement Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fmpdw01.finnan.state.vt.us/psp/PM1ST/EMPLOYEE/ERP/(MANAGE_ASSETS.RUN_AMRT2000.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM... Go

PeopleSoft.

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Cost and Depreciation
 - Retirement
 - Auto-Retired Assets
 - Retirement Activity
 - Retirement Information
 - Retirement Activity ALS
 - Retirement Information ALS
 - Retiring Transaction Status
 - Cost and Depreciation Summary
 - Generate AM Charts
 - Send/Receive Information
 - Taxes
 - Insurance/Serve/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center
- Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - NET and Interest

Process Detail

Process

Instance:	2488267	Type:	SQR Report
Name:	AMRT2010	Description:	Retirement Report by In Service
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: Run_AMRT2010

Location: Server

Server: PSUN01

Recurrence:

Update Process

Hold Request

Cancel Request

Delete Request

Restart Request

Details

Request Created On:	02/05/2007 3:09:27PM PST	Parameters	Transfer
Run Anytime After:	02/05/2007 3:09:06PM PST	Message Log	
Began Process At:	02/05/2007 3:09:37PM PST	Batch Timings	
Ended Process At:	02/05/2007 3:09:42PM PST	View LogTrace	

OK Cancel

Process Instance: 2488267

start

Dropbox

Process by...

Asset Manage...

Retirement Inf...

Internet

3:10 PM

View Log/Trace Page

Refirement Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fmpdw01.finnan.state.vt.us/psp/PM1ST/EMPLOYEE/ERP/(MANAGE_ASSETS.RUN_AMRT2000.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_ASSETS.EPAM... Go

PeopleSoft.

Menu

- Asset Management
 - Financial Management
 - Depreciation
 - Accounting Entries
 - Financial Reports
 - Load Reporting Tables
 - Asset Details
 - Leased Assets
 - Accounting Entries
 - Cost and Depreciation
 - Retirement
 - Auto-Retired Assets
 - Retirement Activity
 - Retirement Information
 - Retirement Activity ALS
 - Retirement Information ALS
 - Retiring Transaction Status
 - Cost and Depreciation Summary
 - Generate AM Charts
 - Send/Receive Information
 - Taxes
 - Insurance/Serve/Repair
 - Physical Inventory
 - Mass Change
 - Search for an Asset
 - Print an Asset
 - Asset Definition Center
- Banking
 - Cash Management
 - Deal Management
 - Risk Management
 - NET and Interest

View LogTrace

Report

Report ID:	2543	Process Instance:	2488267	Message Log
Name:	AMRT2010	Process Type:	SQR Report	
Run Status:	Success			

Retirement Report by In Service

Distribution Details

Distribution Node:	FMPDW01	Expiration Date:	10/31/2009
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File List

Name	File Size (bytes)	DateTime Created
Message Log	1,549	02/05/2007 3:09:42:000000PM PST
amrt2010_2488267.PDF	14,911	02/05/2007 3:09:42:000000PM PST
Topic File	207	02/05/2007 3:09:42:000000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Return

Process Instance: 2488267

start

Dropbox

Process by...

Asset Manage...

Retirement Inf...

Internet

3:10 PM

Example of Report Output

Report ID: 2480267
Bus. Unit: 86120 -- Fish & Wildlife
Book: 2480267 -- Asset Book
From Date 07/01/2004 Thru Date 06/30/2005

PeopleSoft AM
RETIREMENT DETAIL BY IN SERVICE YEAR AND PERIOD

Year	Period	Cat	Asset ID	Description	Type	Date	Life	RETIREMENT BALANCE	YTD Depr
1993		VND	0000000001	ON 3/4 T 1993	02/15/1993	86		13,076.98	0.00
Total for Category VND								13,076.98	0.00
Total for In Service Period 9								13,076.98	0.00
Total for In Service Year 1993								13,076.98	0.00

1 of 8